

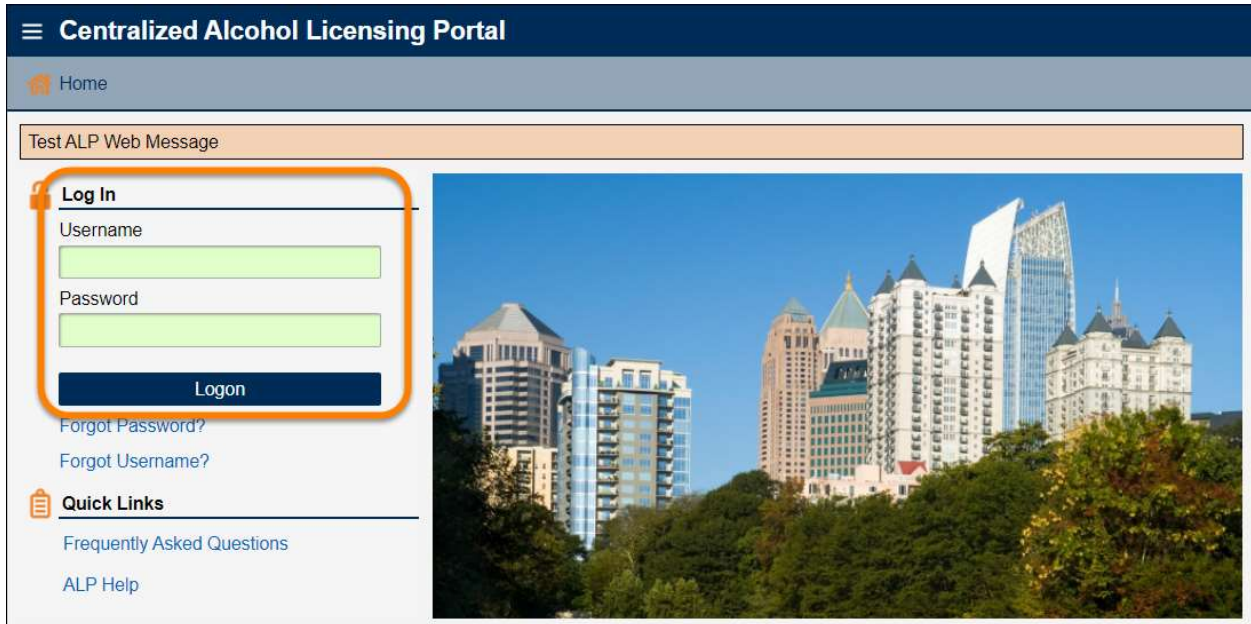
The purpose of this documentation is to provide guidance on the use of the Alcohol License Portal (ALP).

Table of Contents

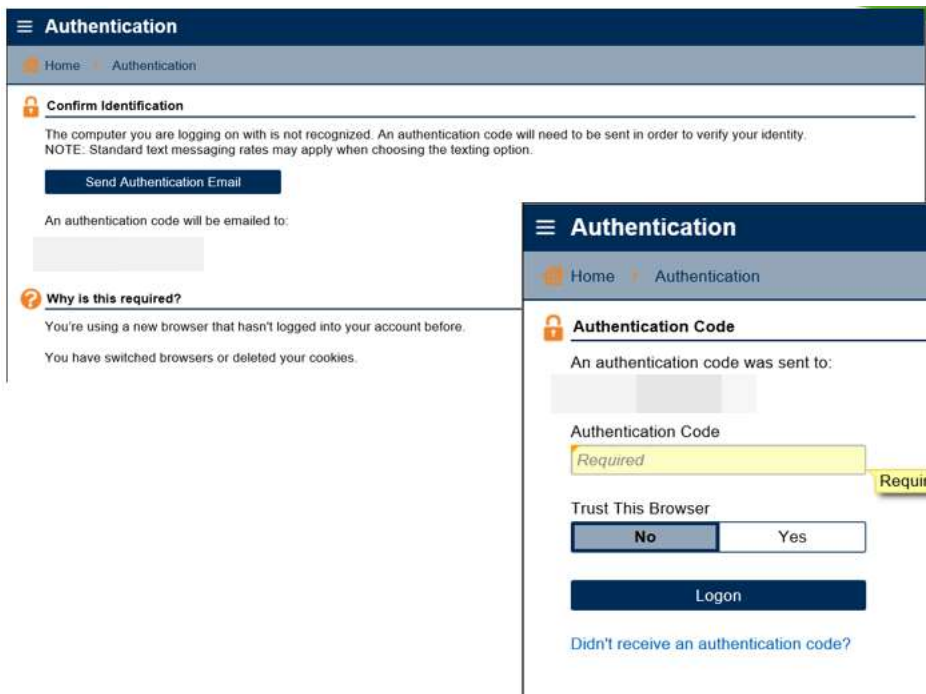
HOW TO LOG INTO THE ALCOHOL LICENSING PORTAL:	2
HOW TO RETRIEVE A USERNAME:	4
HOW TO RESET YOUR PASSWORD:	6
HOW TO CHANGE YOUR PASSWORD:	8
HOW TO ADD SECONDARY LOGONS:	10
HOW TO DEACTIVATE A SECONDARY USERS:	12
HOW TO REACTIVATE A SECONDARY LOGON:	14
HOW TO ENTER ADDITIONAL REQUIRED DOCUMENTATION IN ALP:	16
HOW TO ENTER PAYMENT INFORMATION IN ALP:	18
HOW TO ENTER LICENSE TYPES AND FEES IN ALP:	20
HOW TO CONDUCT A CASE SEARCH:	22
HOW TO COMPLETE A JURISDICTION TRANSFER REQUEST:	23
HOW TO VIEW INITIAL PENDING APPLICATIONS:	27
HOW TO APPROVE AN INITIAL APPLICATION:	29
HOW TO DENY AN INITIAL APPLICATION:	32
HOW TO MODIFY A LICENSE:	34
HOW TO VIEW YOUR SUBMISSIONS:	37
HOW TO VIEW CORRESPONDENCE:	37

How To Log Into The Alcohol Licensing Portal:

1. Go to the ALP Portal and enter your username and password.



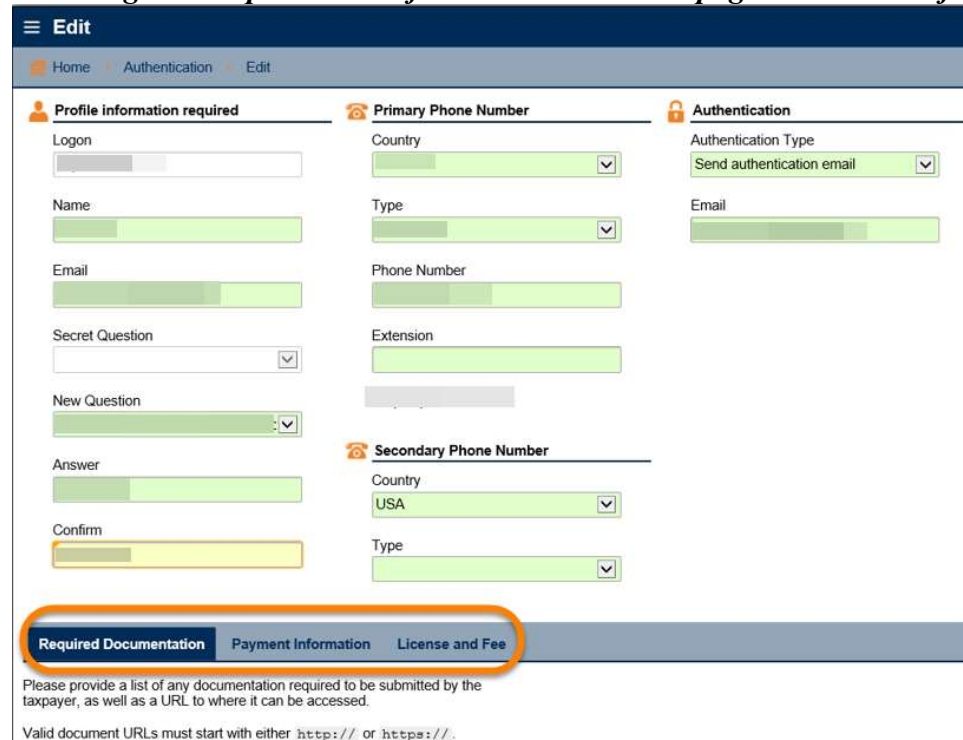
2. Complete the Two Factor Authentication to securely access the system.



- If this is your first time logging into the system you are required to update your profile. Enter your profile information.

Enter your jurisdiction's details, such as the required documentation necessary to issue a local retail license, detailed information related to submitting a payment to your jurisdiction and the retail license types issued by your jurisdiction with applicable fees. Then select **SAVE**.

NOTE: If you do not complete the tabs within this step you may log into the system and refer to the setting tab to update this information. Please see pages 16 thru 21 of this document.



Required Documentation Payment Information License and Fee

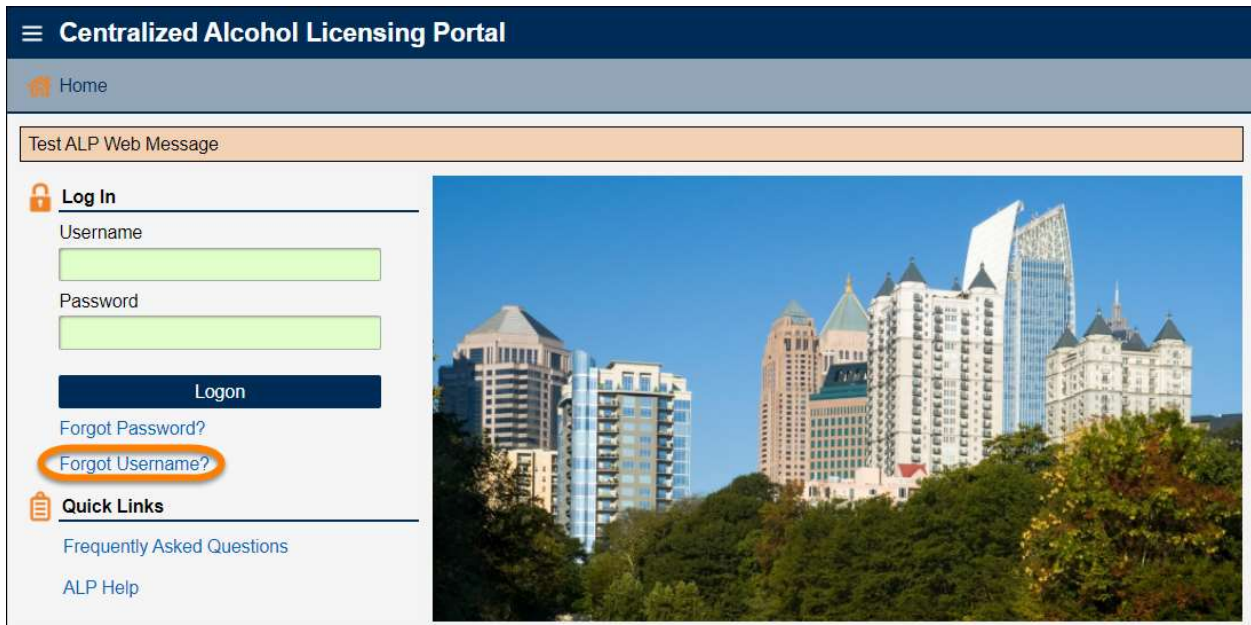
Please provide a list of any documentation required to be submitted by the taxpayer, as well as a URL to where it can be accessed.

Valid document URLs must start with either <http://> or <https://>.

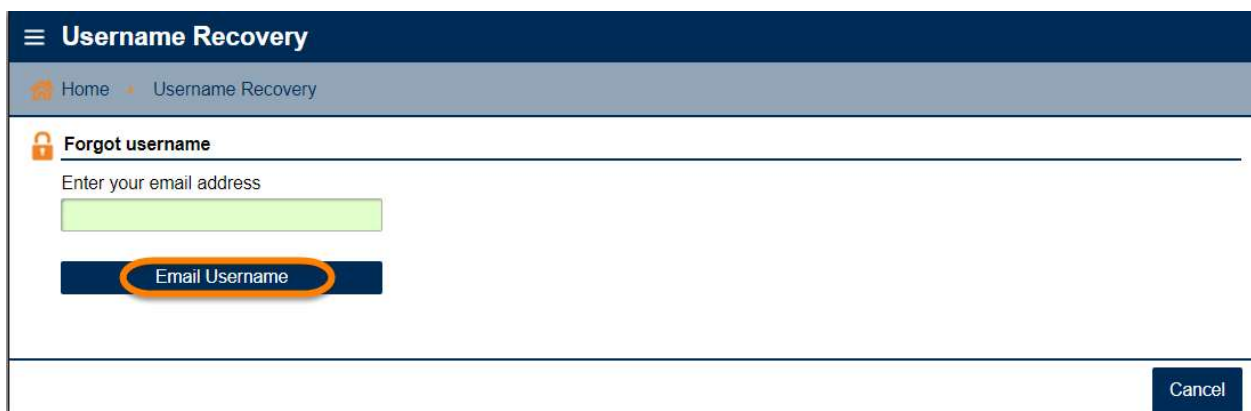
How To Retrieve A Username:

NOTE: Primary Usernames were created for all jurisdictions. Please contact the Department for additional details on the primary username or you may utilize the "Forgot Username" request.


1. If you have forgotten your username, please select **[Forgot Username](#)**.







2. Enter your email address associated with the account and select **[Email Username](#)**.



-
-
3. You will receive a confirmation for your request and an email will be sent to you with details.

 **Confirmation**

 Home  Username Recovery  Confirmation

 **Confirmation**

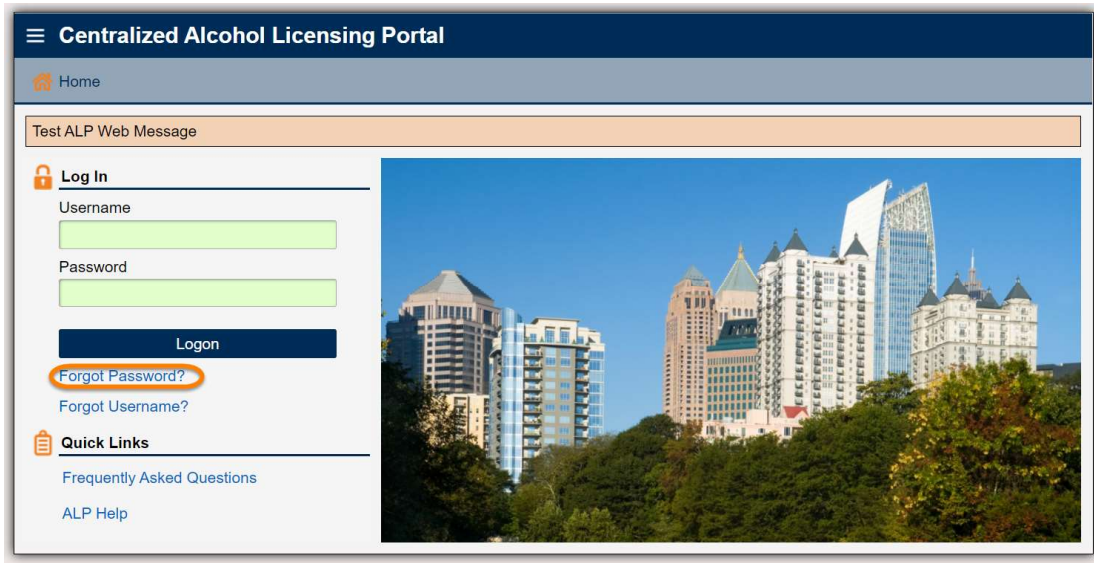
Your username has been emailed to:

[Printable View](#)

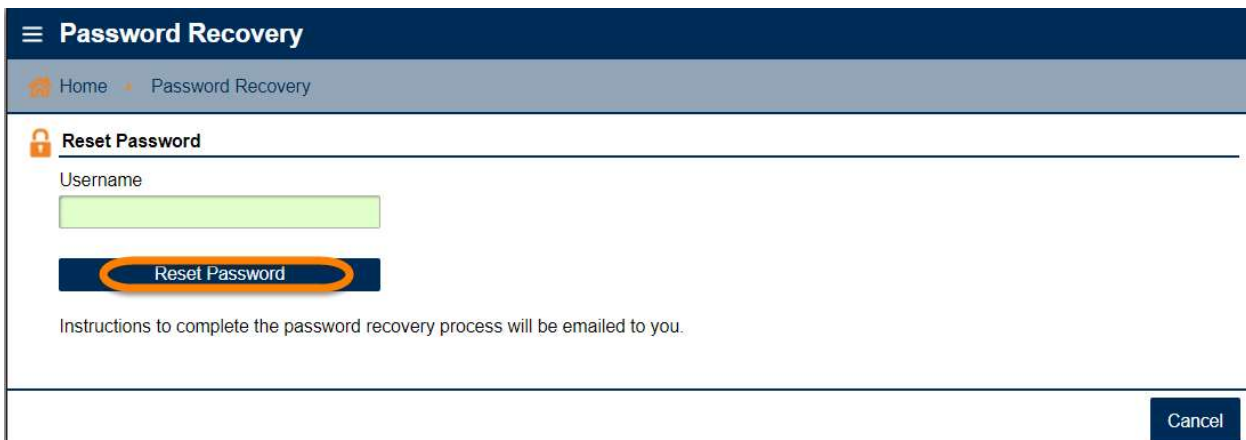
[OK](#)

How To Reset Your Password:

1. If you have forgotten your password, please select **Forgot Password**.



2. Enter your username and select **Reset Password**.



3. You will be sent a link to reset your password. Follow the instructions provided in the email to reset your password.

Confirmation

Home Password Recovery Confirmation

Confirmation

A link to reset your password has been sent to the email address we have on file.
Please finish the password recovery steps by following the instructions provided in the email.

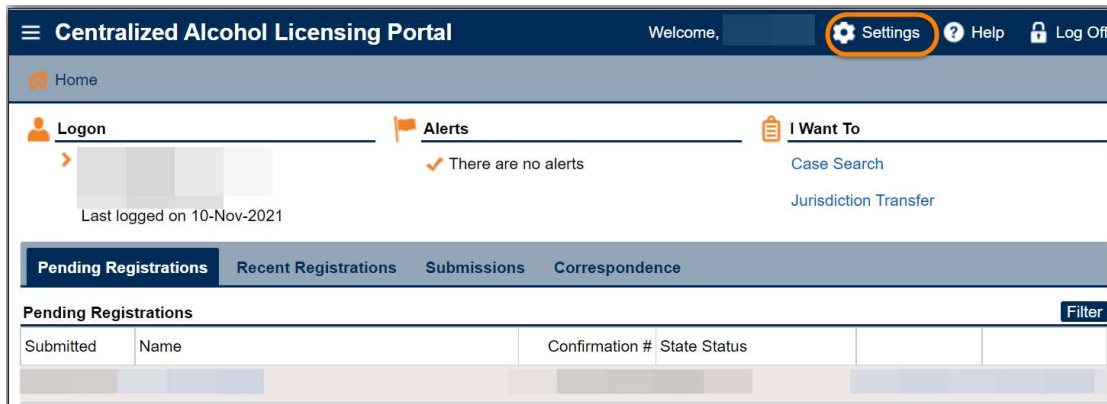
Printable View

OK

Print Confirmation

How To Change Your Password:

1. From the Home Screen, select the [Settings](#) link located in the top right corner.



Centralized Alcohol Licensing Portal Welcome, [User] [Settings](#) [Help](#) [Log Off](#)

[Home](#)

Login [Alerts](#) [I Want To](#)

[Case Search](#)
[Jurisdiction Transfer](#)

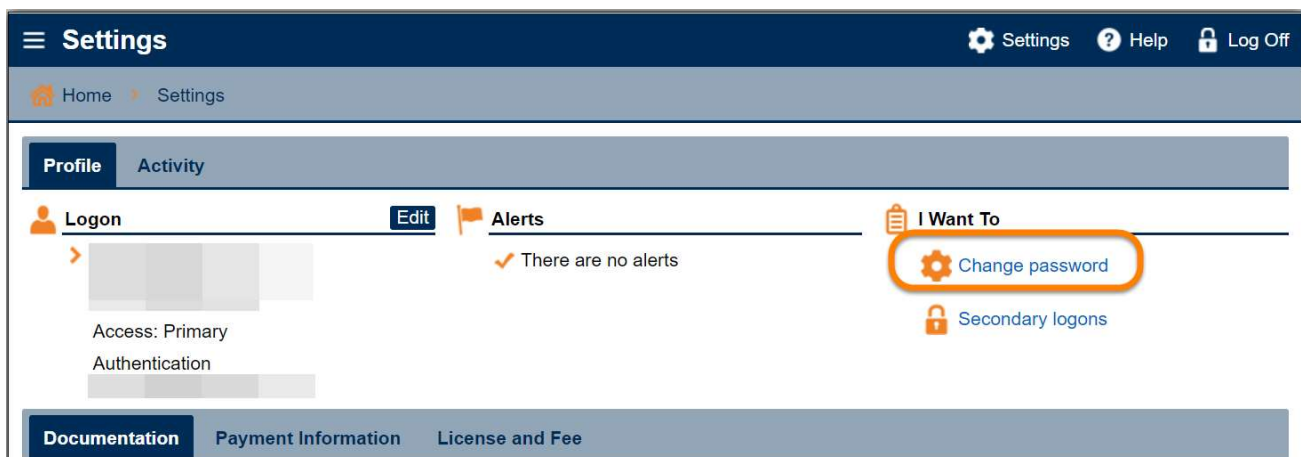
Last logged on 10-Nov-2021

Pending Registrations [Recent Registrations](#) [Submissions](#) [Correspondence](#)

Pending Registrations [Filter](#)

Submitted	Name	Confirmation #	State Status

2. Locate the **I Want to Menu** and Select [Change Password](#).



Settings [Settings](#) [Help](#) [Log Off](#)

[Home](#) [Settings](#)

Profile [Activity](#)

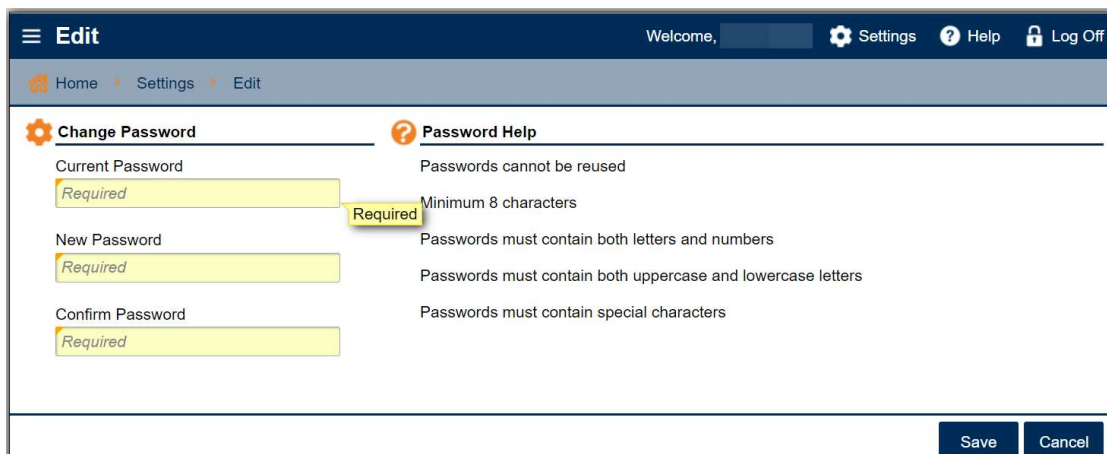
Login [Edit](#) [Alerts](#) [I Want To](#)

[Change password](#)
[Secondary logons](#)

Access: Primary
Authentication

Documentation [Payment Information](#) [License and Fee](#)

3. Enter details and select [Save](#).



Edit Welcome, [User] [Settings](#) [Help](#) [Log Off](#)

[Home](#) [Settings](#) [Edit](#)

Change Password [Password Help](#)

Current Password [Required](#)

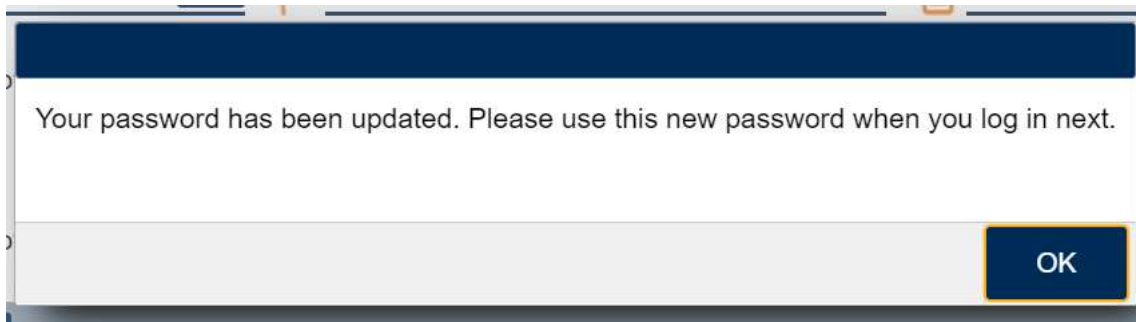
New Password [Required](#)

Confirm Password [Required](#)

Passwords cannot be reused
Minimum 8 characters
Passwords must contain both letters and numbers
Passwords must contain both uppercase and lowercase letters
Passwords must contain special characters

[Save](#) [Cancel](#)

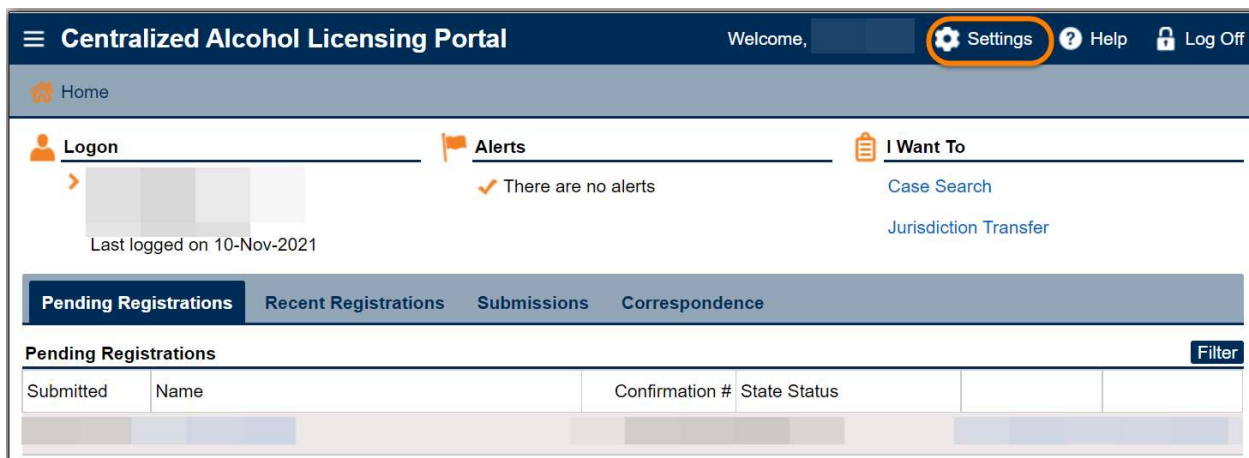
4. Once complete, you will receive confirmation of the password update.



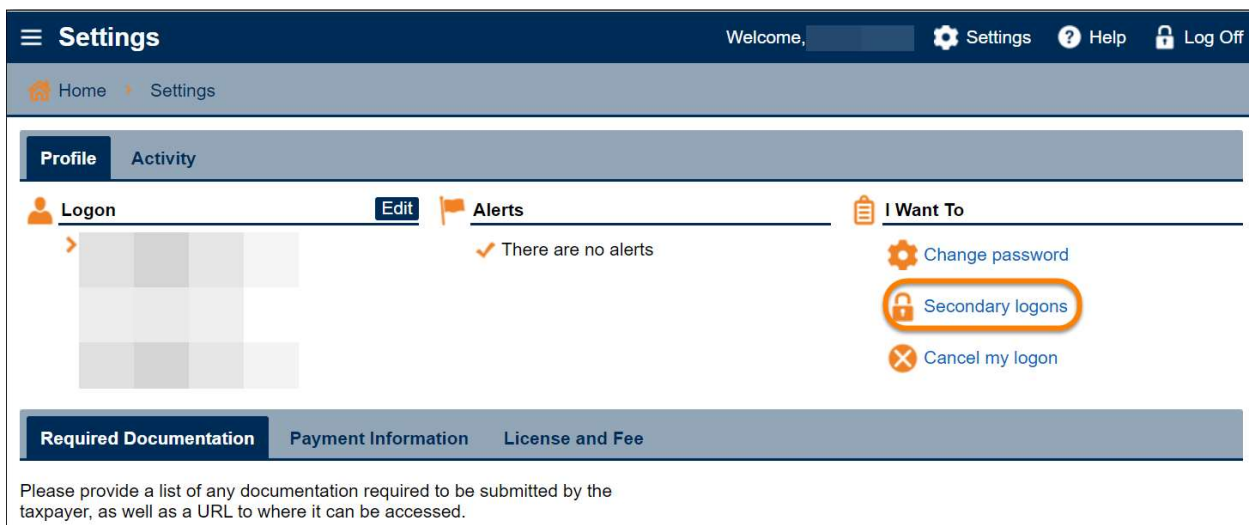
How To Add Secondary Logons:

NOTE: Only primary logons can add secondary logons.

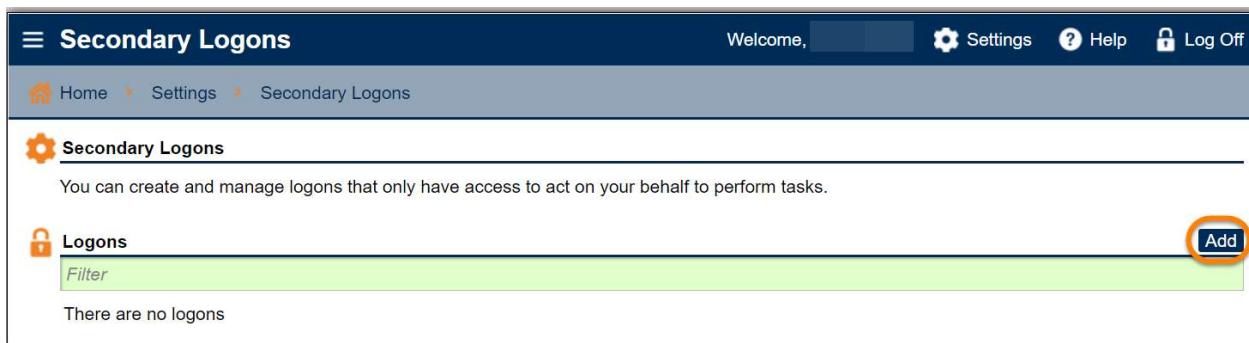
1. From the Home Screen, select the [Settings](#) link located in the top right corner.



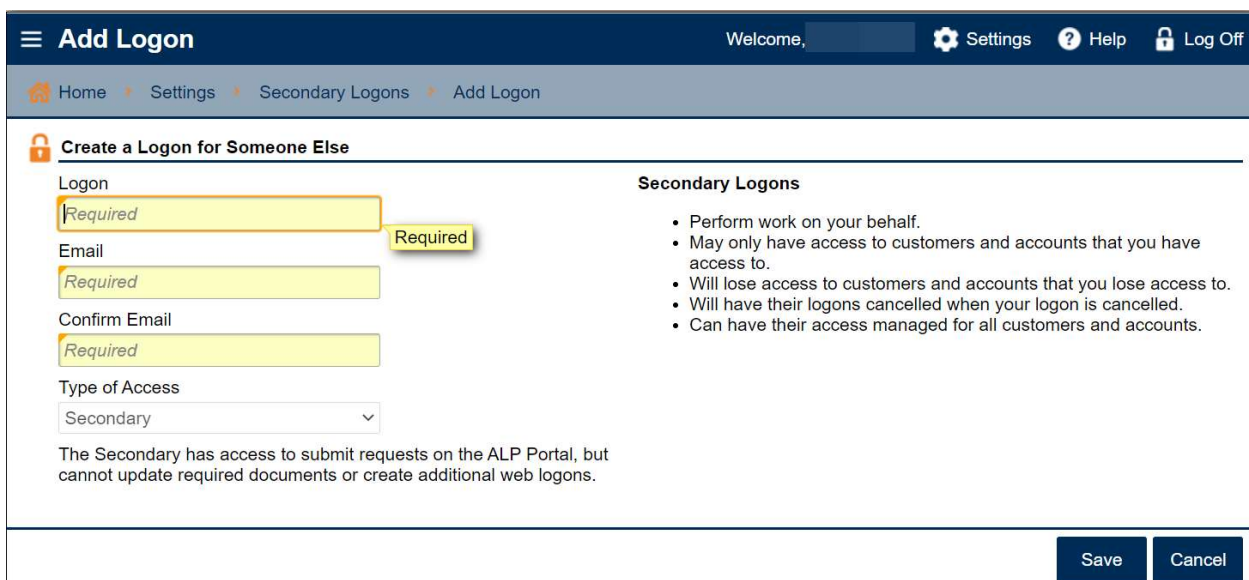
2. Locate the **I Want to Menu** and select the [Secondary Logons](#) hyperlink.



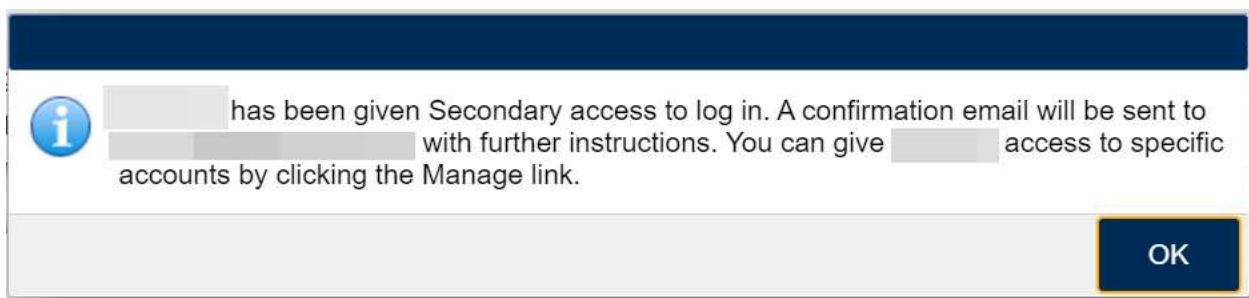
3. Select **Add**.



4. Enter the details to create a logon for additional staff and select **SAVE**.

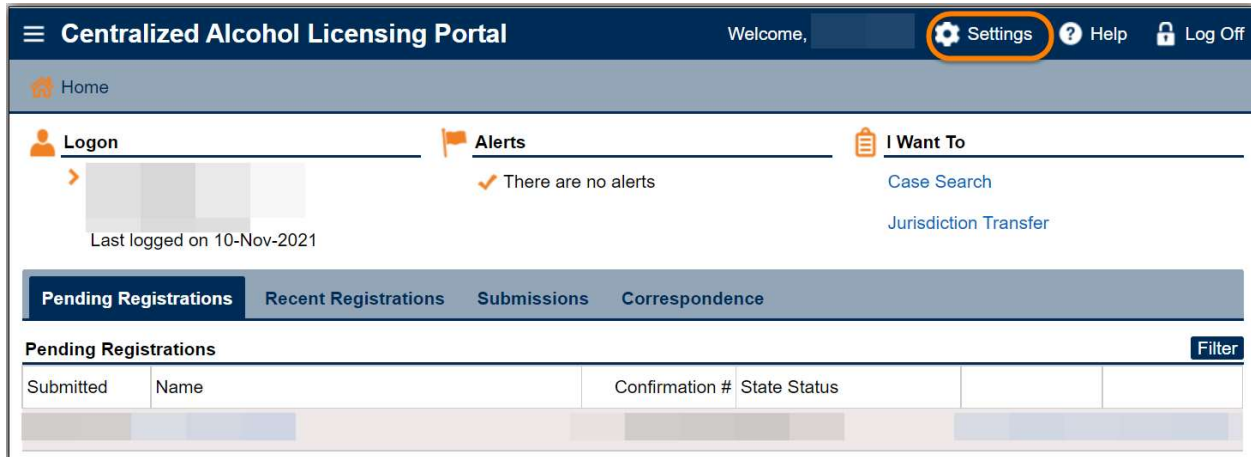


5. You will receive confirmation of the secondary user access.



How To Deactivate A Secondary Users:

1. From the Home Screen, select the [Settings](#) link located in the top right corner.



Centralized Alcohol Licensing Portal Welcome, [User] [Settings](#) [Help](#) [Log Off](#)

[Home](#)

Logon **Alerts** **I Want To**

Last logged on 10-Nov-2021

There are no alerts

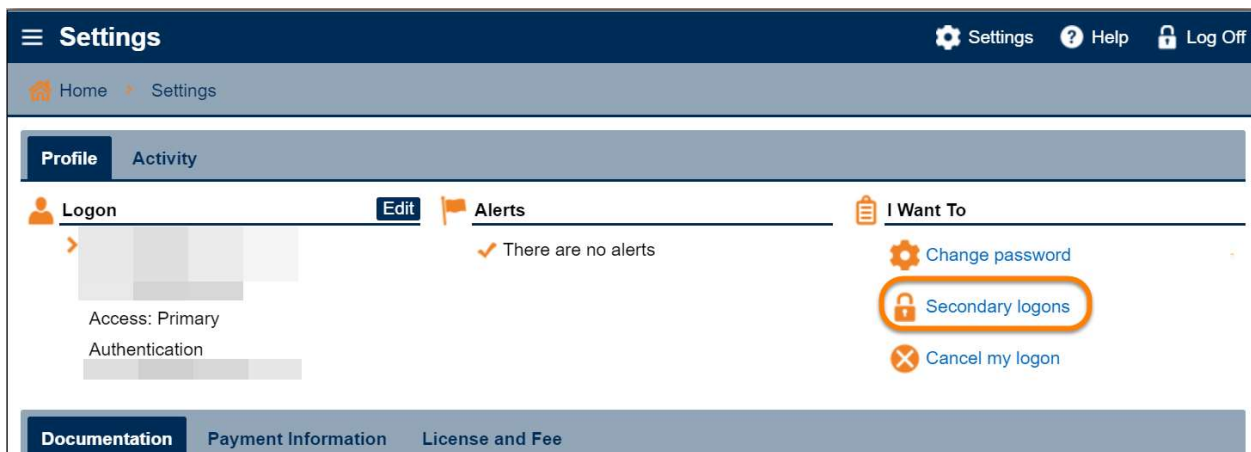
Case Search
Jurisdiction Transfer

Pending Registrations Recent Registrations Submissions Correspondence

Pending Registrations [Filter](#)

Submitted	Name	Confirmation #	State Status

2. Select [Secondary Logons](#).



Settings [Settings](#) [Help](#) [Log Off](#)

[Home](#) [Settings](#)

Profile **Activity**

Logon [Edit](#) **Alerts** **I Want To**

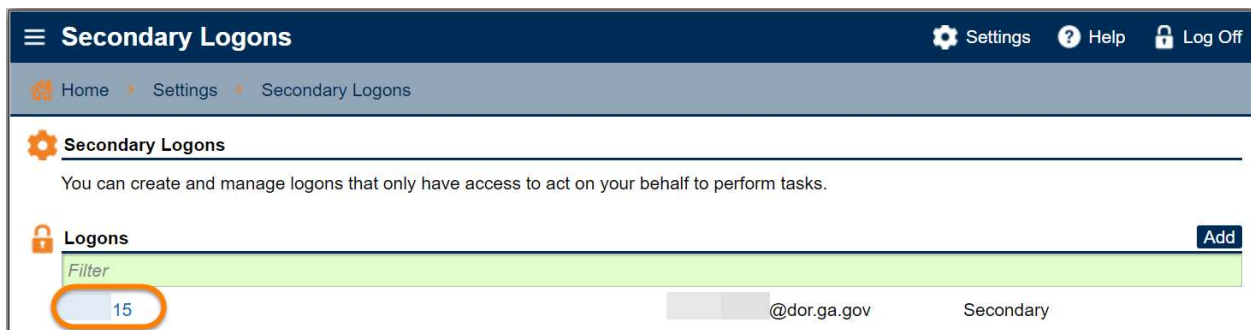
Access: Primary
Authentication

There are no alerts

Change password
Secondary logons
Cancel my logon

Documentation Payment Information License and Fee

3. Select the appropriate logon hyperlink to deactivate.



Secondary Logons [Settings](#) [Help](#) [Log Off](#)

[Home](#) [Settings](#) [Secondary Logons](#)

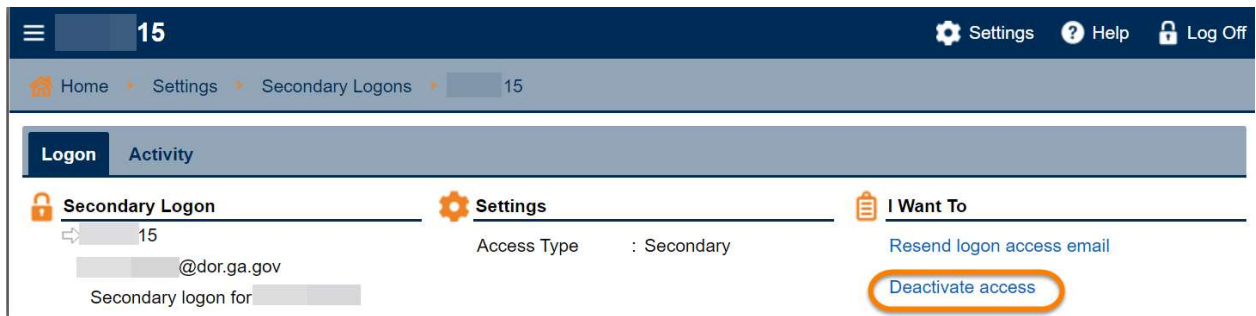
Secondary Logons

You can create and manage logons that only have access to act on your behalf to perform tasks.

Logons [Add](#)

Filter
15 @dor.ga.gov Secondary

- Under the **I Want To** menu, select the **Deactivate Access** hyperlink.



The screenshot shows the ALP interface. At the top, there is a navigation bar with a hamburger menu, the user ID '15', and links for Settings, Help, and Log Off. Below this is a breadcrumb trail: Home > Settings > Secondary Logons > 15. The main content area has two tabs: 'Logon' and 'Activity'. Under the 'Logon' tab, there are three sections: 'Secondary Logon', 'Settings', and 'I Want To'. The 'I Want To' section contains two links: 'Resend logon access email' and 'Deactivate access'. The 'Deactivate access' link is highlighted with an orange circle.

- Confirm your request.



The screenshot shows a confirmation dialog box. It has a dark blue header bar. Below the header, there is a question mark icon followed by the text: 'Are you sure you want to deactivate 15's access?'. Below this, it says: 'Once access is deactivated, 15 will not be able to log in.' At the bottom of the dialog, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with an orange border.

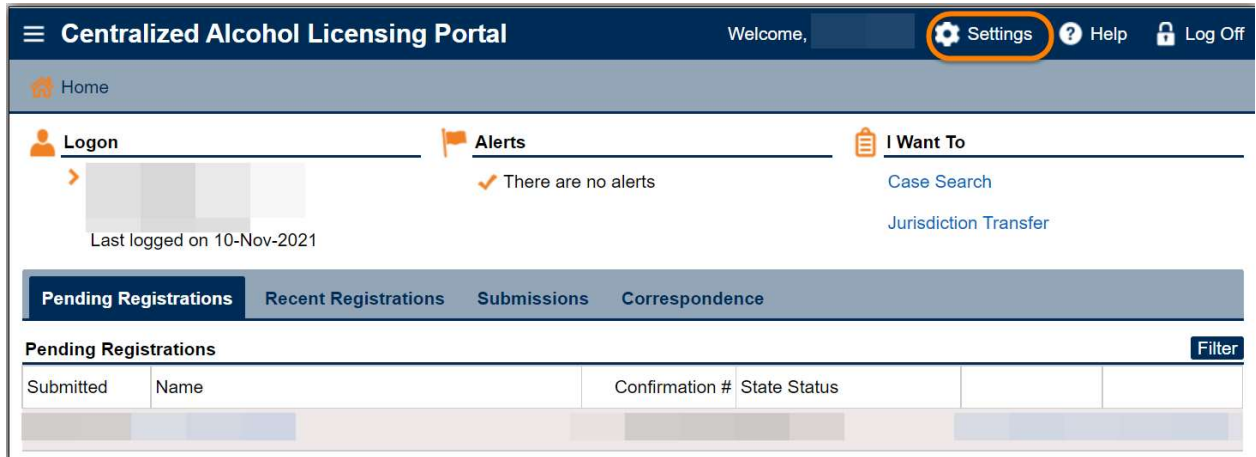
- You will receive confirmation that the access was deactivated.



The screenshot shows a confirmation message box. It has a dark blue header bar. Below the header, it says: '15's access has been deactivated.' At the bottom of the message box, there is an 'OK' button highlighted with an orange border.

How To Reactivate A Secondary Logon:

1. From the Home Screen, select the [Settings](#) link located in the top right corner.



Centralized Alcohol Licensing Portal Welcome, [User] [Settings](#) [Help](#) [Log Off](#)

[Home](#)

Logon **Alerts** **I Want To**

Last logged on 10-Nov-2021

There are no alerts

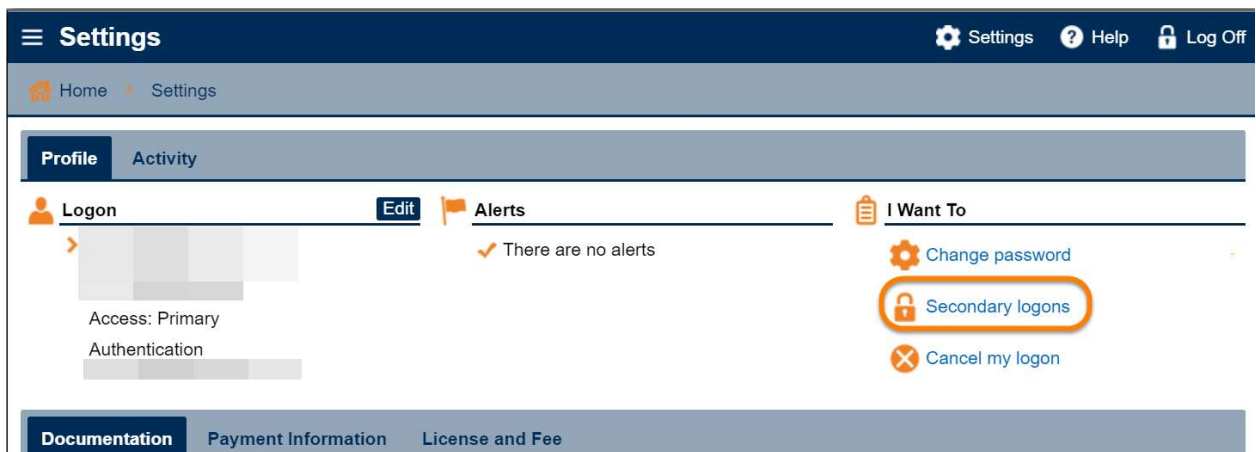
Case Search
Jurisdiction Transfer

Pending Registrations Recent Registrations Submissions Correspondence

Pending Registrations [Filter](#)

Submitted	Name	Confirmation #	State Status

2. Select [Secondary Logons](#).



Settings [Settings](#) [Help](#) [Log Off](#)

[Home](#) [Settings](#)

Profile **Activity**

Logon [Edit](#) **Alerts** **I Want To**

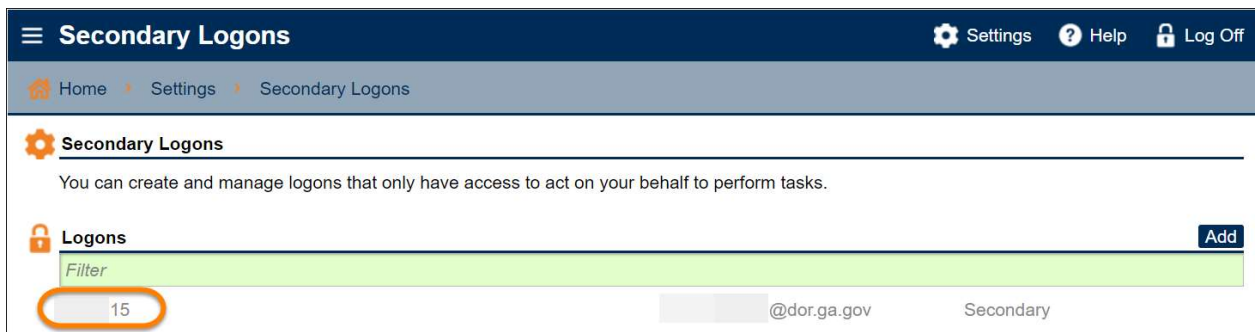
There are no alerts

Change password
Secondary logons
Cancel my logon

Access: Primary
Authentication

Documentation Payment Information License and Fee

3. Select the appropriate logon hyperlink you wish to reactivate.



Secondary Logons [Settings](#) [Help](#) [Log Off](#)

[Home](#) [Settings](#) [Secondary Logons](#)

Secondary Logons

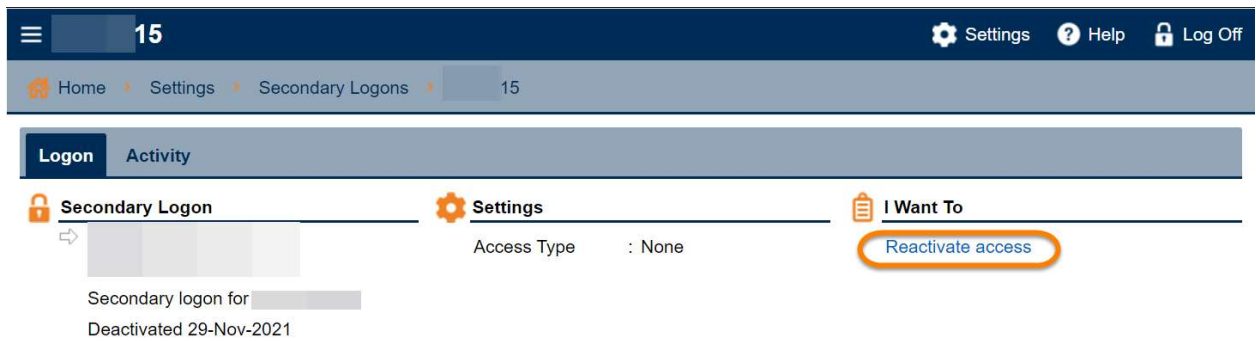
You can create and manage logons that only have access to act on your behalf to perform tasks.

Logons [Add](#)

[Filter](#)

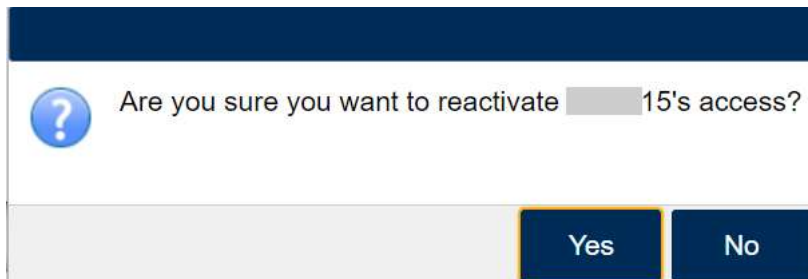
15	@dor.ga.gov	Secondary
----	-------------	-----------

- Under the **I Want To** menu select the [Reactivate Access](#) link.



The screenshot shows the ALP interface. At the top, there is a dark blue header with a menu icon, the number '15', and links for 'Settings', 'Help', and 'Log Off'. Below this is a breadcrumb trail: 'Home > Settings > Secondary Logons > 15'. A secondary navigation bar contains 'Ligon' and 'Activity' tabs. Below this, there are three main sections: 'Secondary Logon', 'Settings', and 'I Want To'. The 'I Want To' section is highlighted with an orange border, and the 'Reactivate access' link is circled in orange. The 'Secondary Logon' section shows a list of logons, with one entry for '15' that is 'Deactivated 29-Nov-2021'. The 'Settings' section shows 'Access Type : None'.

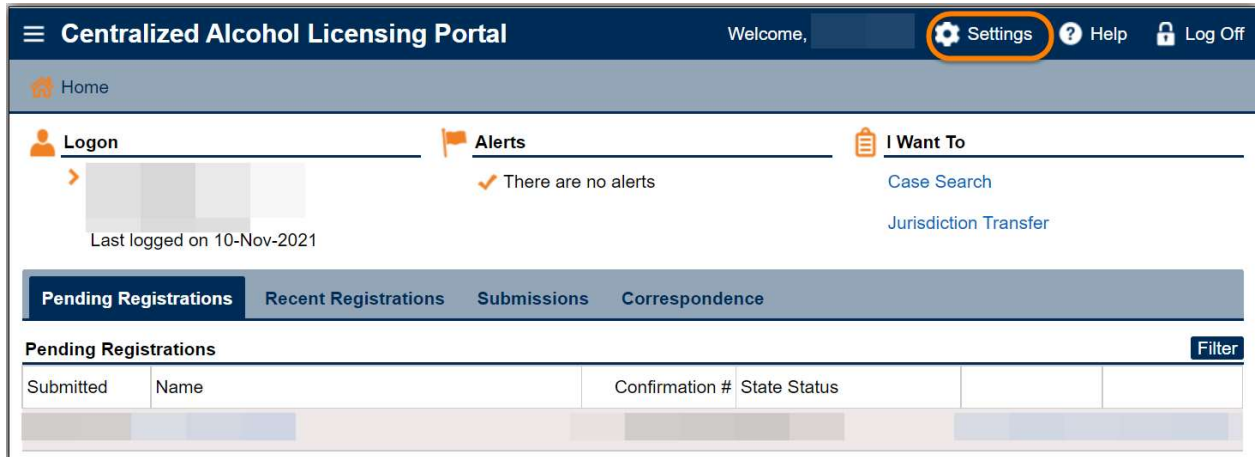
- Confirm your request.



The screenshot shows a confirmation dialog box. It has a dark blue header. Below the header, there is a question mark icon and the text 'Are you sure you want to reactivate 15's access?'. At the bottom of the dialog, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with an orange border.

How To Enter Additional Required Documentation In ALP:

1. From the Home Screen, select the Settings link located in the top right corner.



Centralized Alcohol Licensing Portal Welcome, [User] **Settings** Help Log Off

Home

Login **Alerts** **I Want To**

Last logged on 10-Nov-2021

There are no alerts

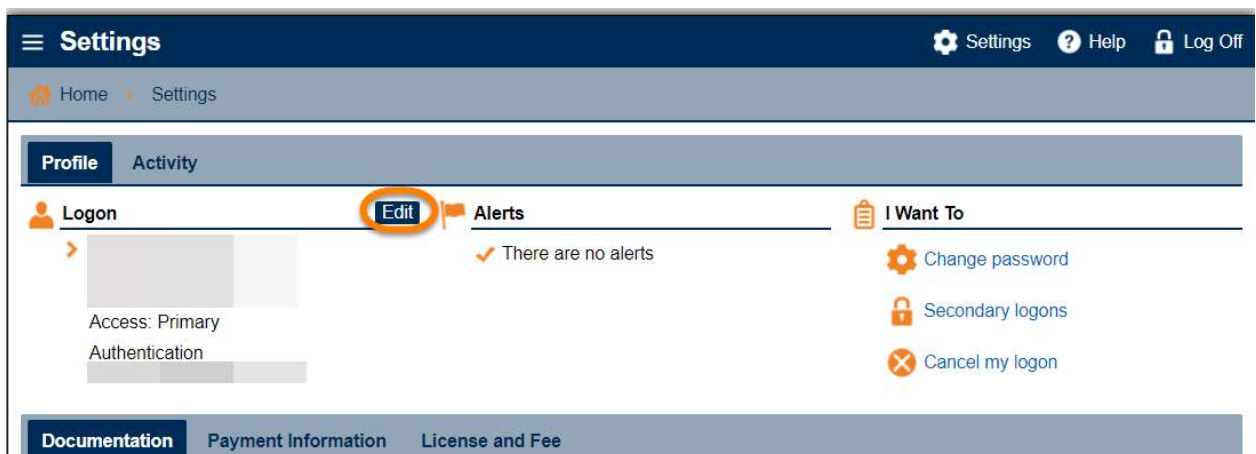
Case Search
Jurisdiction Transfer

Pending Registrations Recent Registrations Submissions Correspondence

Pending Registrations Filter

Submitted	Name	Confirmation #	State Status

2. Select Edit.



Settings Settings Help Log Off

Home > Settings

Profile Activity

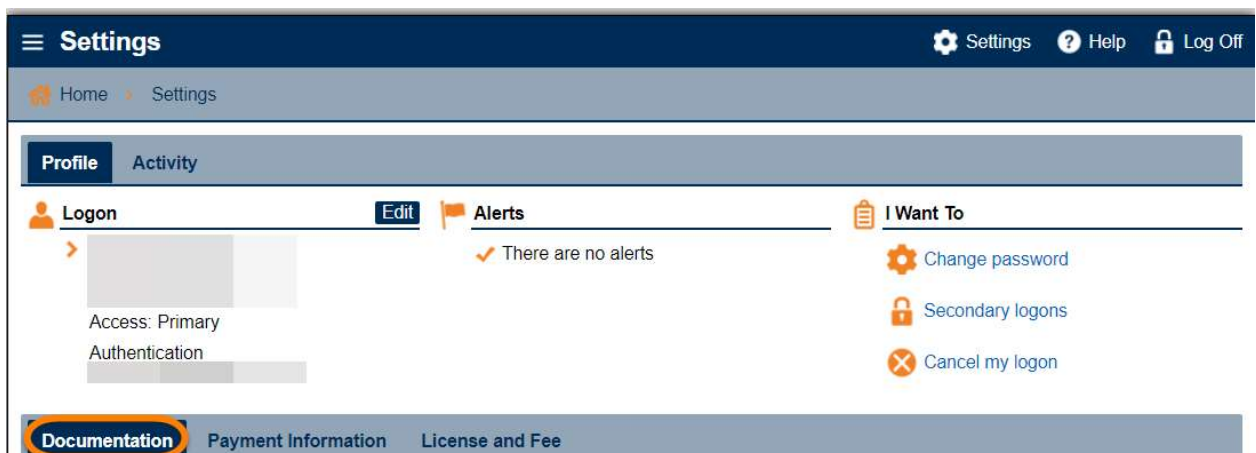
Login **Edit** **Alerts** **I Want To**

There are no alerts

Change password
Secondary logons
Cancel my logon

Documentation Payment Information License and Fee

3. Select the Documentation tab.



Settings Settings Help Log Off

Home > Settings

Profile Activity

Login **Edit** **Alerts** **I Want To**

There are no alerts

Change password
Secondary logons
Cancel my logon

Documentation Payment Information License and Fee

- At the bottom of the screen, enter the document name and URLs/links where the document can be located.

Valid document URLs must start with either `http://` or `https://`.

Documentation Name	Documentation URL

Save

Cancel

- Select **SAVE**.

Valid document URLs must start with either `http://` or `https://`.

	Documentation Name	Documentation URL
	ATT-17	https://dor.georgia.gov/att-17
	FA	https://dor.georgia.gov/financial-affidavit

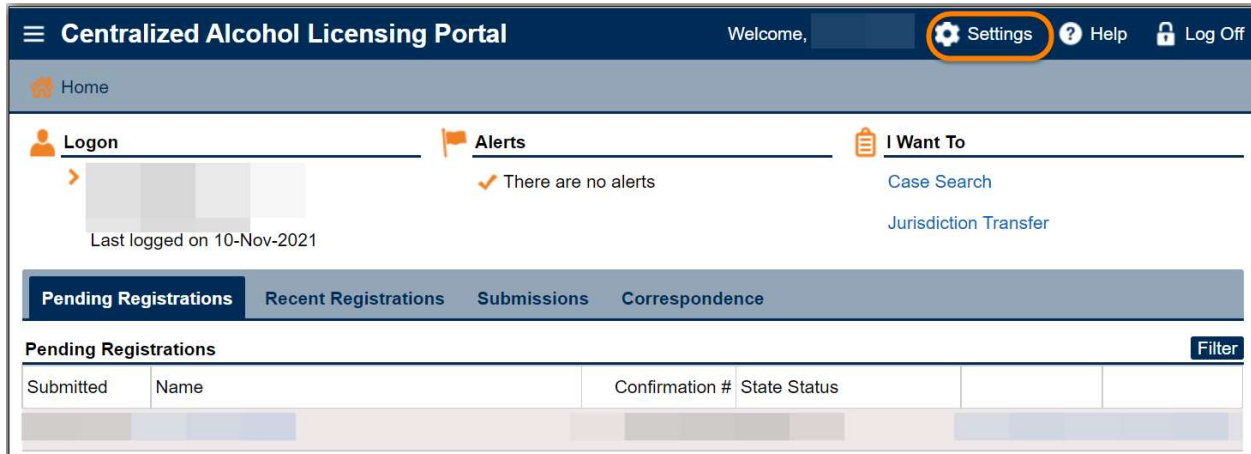
2 Rows

Save

Cancel

How To Enter Payment Information In ALP:

1. From the Home Screen, select the Settings link located in the top right corner.



Centralized Alcohol Licensing Portal Welcome, [User] **Settings** Help Log Off

Home

Login Alerts I Want To

Last logged on 10-Nov-2021

There are no alerts

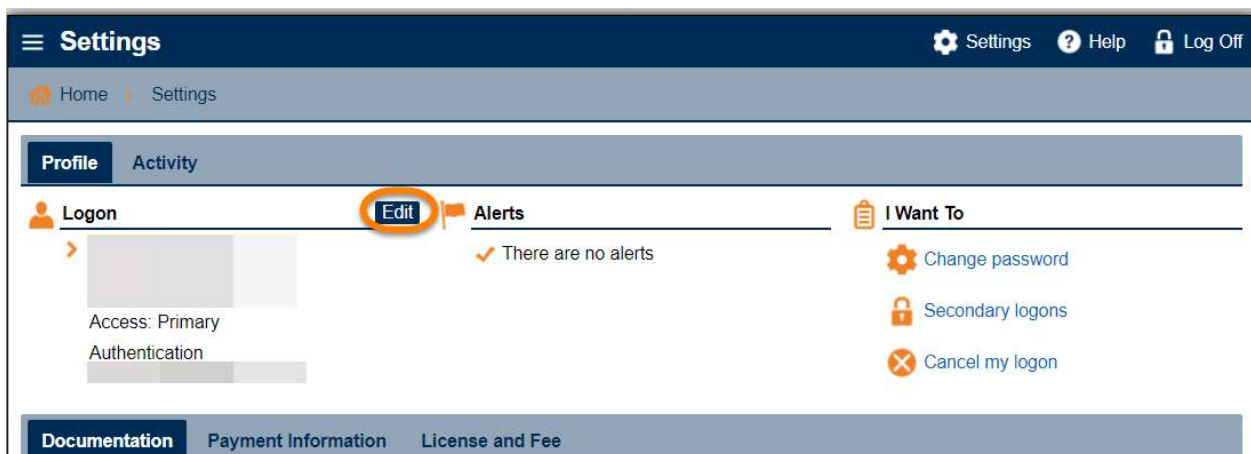
Case Search
Jurisdiction Transfer

Pending Registrations Recent Registrations Submissions Correspondence

Pending Registrations **Filter**

Submitted	Name	Confirmation #	State Status

2. Select Edit



Settings Settings Help Log Off

Home Settings

Profile Activity

Login **Edit** Alerts I Want To

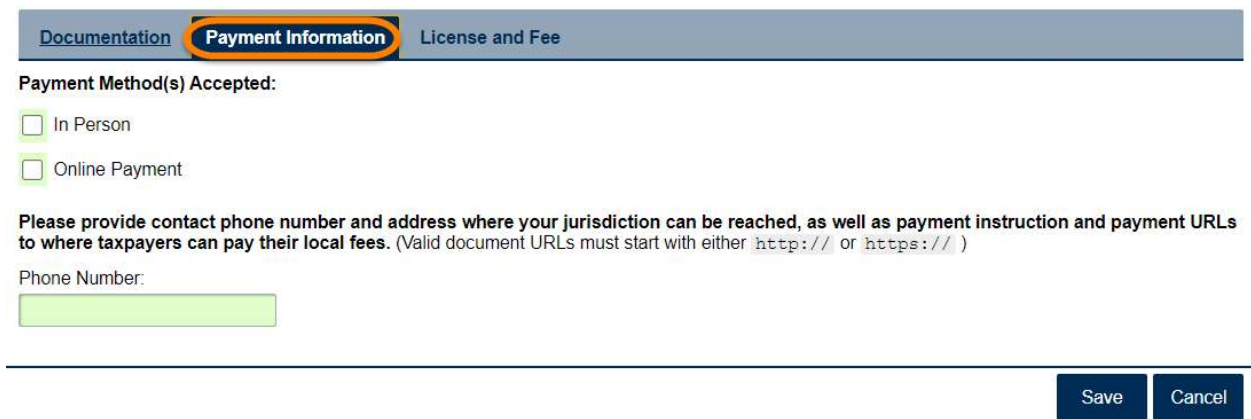
There are no alerts

Change password
Secondary logons
Cancel my logon

Access: Primary
Authentication

Documentation Payment Information License and Fee

3. Select the Payment Information tab at the bottom of the screen.



Documentation **Payment Information** License and Fee

Payment Method(s) Accepted:

☐ In Person
☐ Online Payment

Please provide contact phone number and address where your jurisdiction can be reached, as well as payment instruction and payment URLs to where taxpayers can pay their local fees. (Valid document URLs must start with either <http://> or <https://>)

Phone Number:

Save Cancel

4. Select the payment options for your jurisdiction: In person, online, and/or mail-in and provide detailed payment information.

NOTE: If the payment method selected is **In Person or Mail-in**, you will be required to enter the address where the applicant can make an in-person or mail a payment. If the payment method is **Online Payment**, please provide the appropriate URL/link to your payment processing site. Also include the URL/link to the payment instructions page, if applicable.

Documentation
Payment Information
License and Fee

Payment Method(s) Accepted:

☒ In Person

☒ Online Payment

Please provide contact phone number and address where your jurisdiction can be reached, as well as payment instruction and payment URLs to where taxpayers can pay their local fees. (Valid document URLs must start with either `http://` or `https://`)

Phone Number:

Address:

Payment Instructions URL:

Payment URL:

Save Cancel

5. Select **Save**.

Documentation
Payment Information
License and Fee

Payment Method(s) Accepted:

☒ In Person

☒ Online Payment

Please provide contact phone number and address where your jurisdiction can be reached, as well as payment instruction and payment URLs to where taxpayers can pay their local fees. (Valid document URLs must start with either `http://` or `https://`)

Phone Number:

Address:

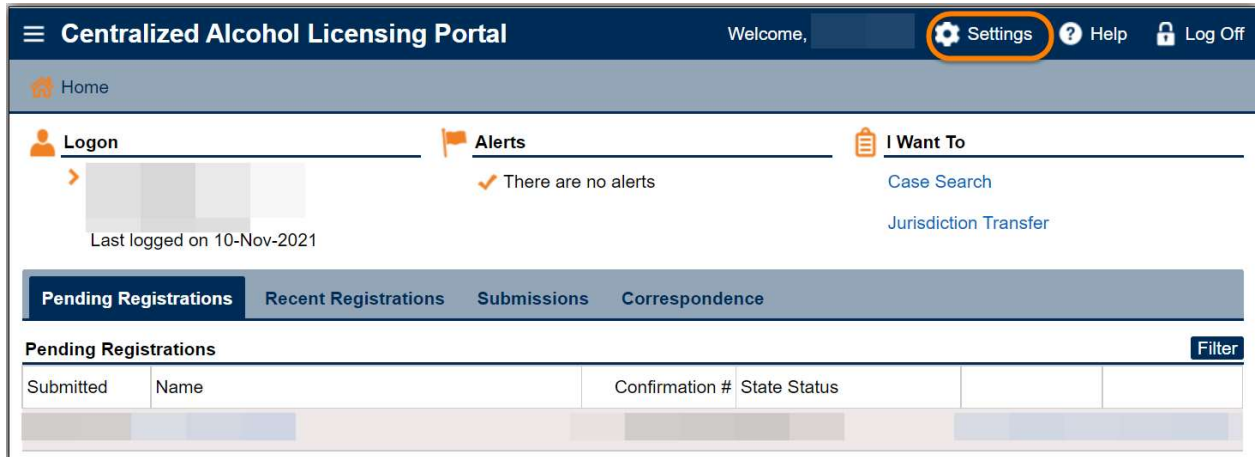
Payment Instructions URL:

Payment URL:

Save Cancel

How To Enter License Types and Fees In ALP:

1. From the Home Screen, select the [Settings](#) link located in the top right corner.



Centralized Alcohol Licensing Portal Welcome, [User] [Settings](#) [Help](#) [Log Off](#)

[Home](#)

Logon **Alerts** **I Want To**

Last logged on 10-Nov-2021

There are no alerts

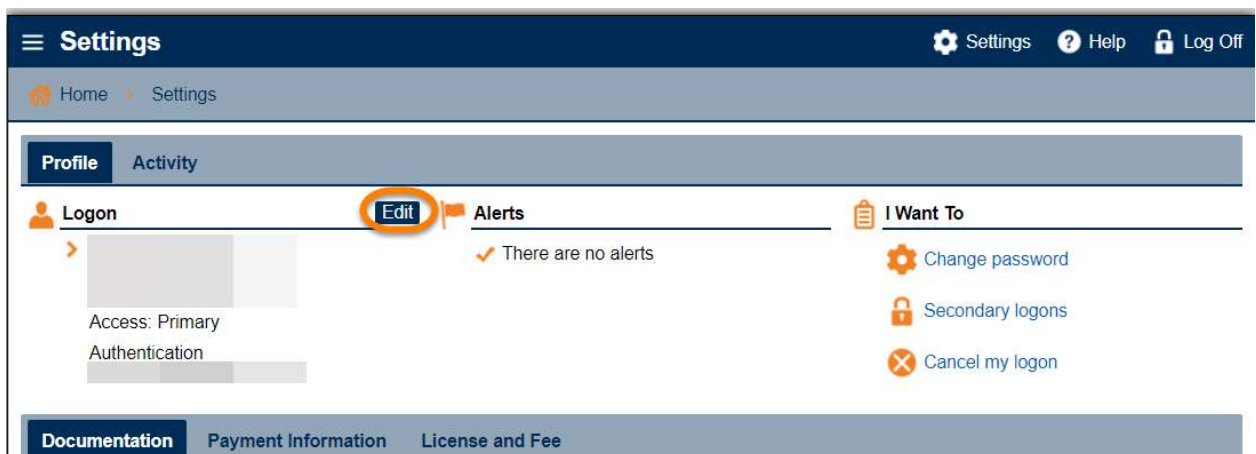
Case Search
Jurisdiction Transfer

Pending Registrations Recent Registrations Submissions Correspondence

Pending Registrations [Filter](#)

Submitted	Name	Confirmation #	State Status

2. Select [Edit](#).



Settings [Settings](#) [Help](#) [Log Off](#)

[Home](#) [Settings](#)

Profile **Activity**

Logon **Edit** **Alerts** **I Want To**

There are no alerts

Change password
Secondary logons
Cancel my logon

Documentation **Payment Information** **License and Fee**

3. Select the **License and Fee Tab**.





Documentation **Payment Information** **License and Fee**

Initial Registration Fees




Please provide a list of the retail alcohol license types and fees issued by your jurisdiction.
(Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)

Required	License / Fee Type	Fee Amount	Comments
<input type="checkbox"/>			

- Enter license types and the associated fees. Please provide detailed information regarding prorated fees, if applicable.

Documentation		Payment Information		License and Fee	
Initial Registration Fees					
Please provide a list of the retail alcohol license types and fees issued by your jurisdiction. (Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)					
	Required	License / Fee Type	Fee Amount	Comments	
	<input type="checkbox"/>	Beer Package			
	<input type="checkbox"/>				

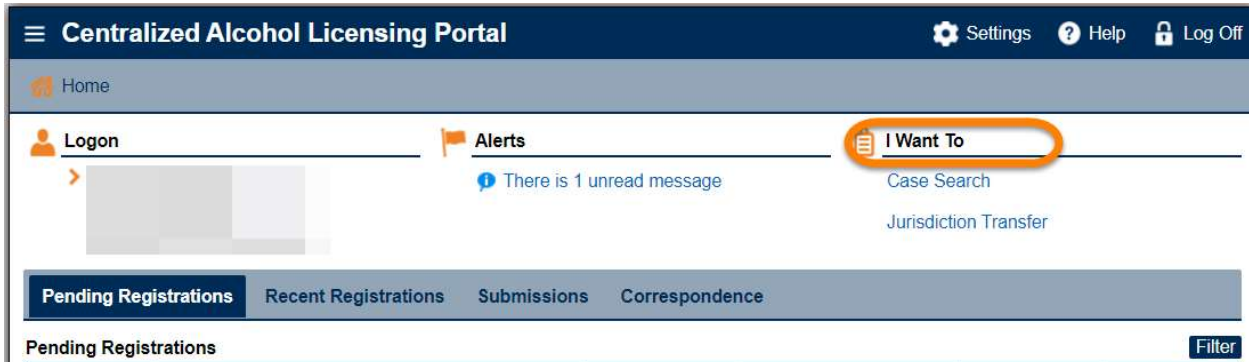
- Select **Save**.

Documentation		Payment Information		License and Fee	
Initial Registration Fees					
Please provide a list of the retail alcohol license types and fees issued by your jurisdiction. (Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)					
	Required	License / Fee Type	Fee Amount	Comments	
	<input type="checkbox"/>	Beer Package	50.00		
	<input type="checkbox"/>				
Renewal Fees					
Please provide a list of the renewal retail alcohol license types and fees issued by your jurisdiction. (Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)					
	Required	License / Fee Type	Fee Amount	Comments	
	<input type="checkbox"/>				

Save Cancel

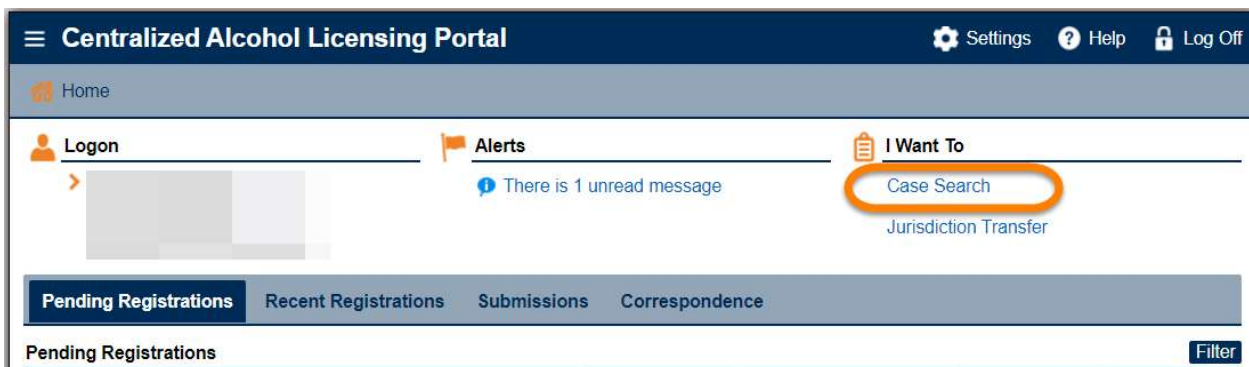
How To Conduct A Case Search:

1. From the Home Screen Locate the **I Want To** menu in the top right corner.



The screenshot shows the 'Centralized Alcohol Licensing Portal' home screen. In the top right corner, the 'I Want To' menu is highlighted with an orange circle. Below this menu, the 'Case Search' option is visible. The 'Alerts' section shows 'There is 1 unread message'. The 'Pending Registrations' section is also visible at the bottom.

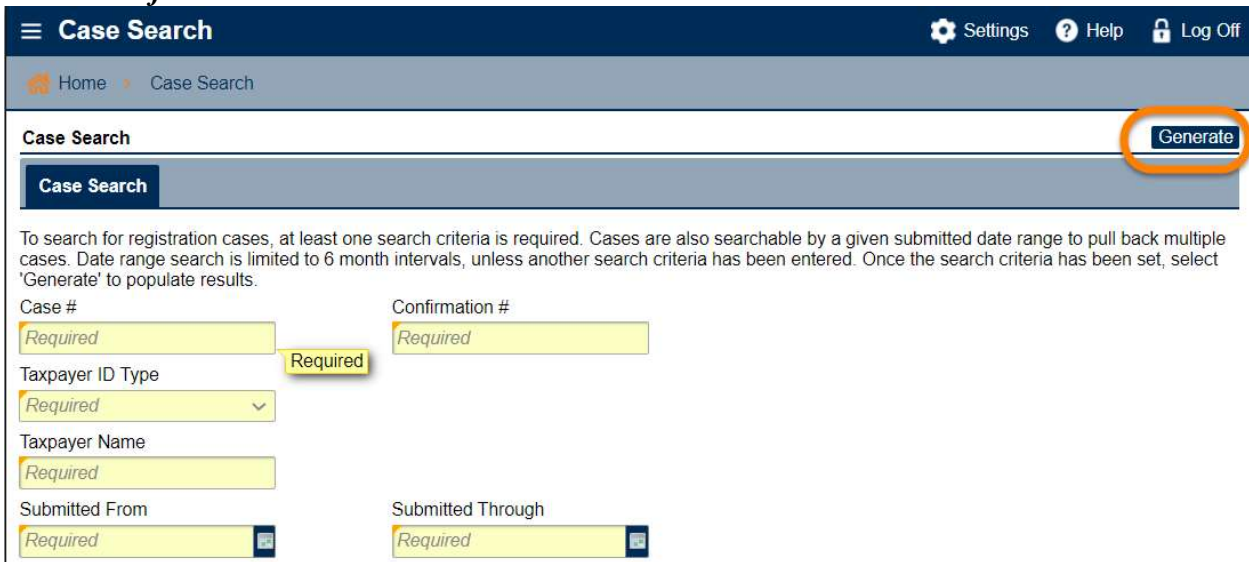
2. Select the **Case Search** Hyperlink.



This screenshot is identical to the previous one, but the 'Case Search' hyperlink under the 'I Want To' menu is circled in orange to indicate it should be selected.

3. Enter your desired criteria (at least one is required to generate the search). Once entered select **Generate**.

Note: This function is limited to 6-month interval unless other search criteria is entered.



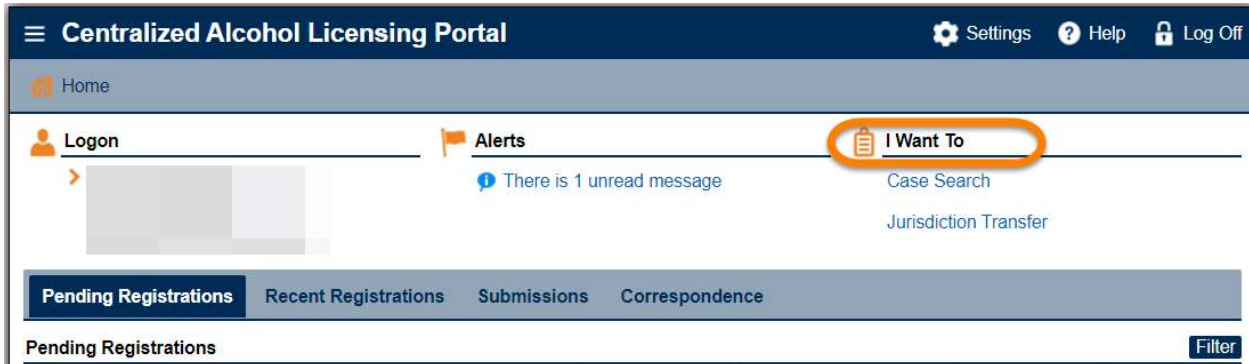
The screenshot shows the 'Case Search' form. The 'Generate' button in the top right corner is circled in orange. The form includes several required fields: Case #, Confirmation #, Taxpayer ID Type, Taxpayer Name, Submitted From, and Submitted Through. A text box at the bottom explains that at least one search criteria is required and that the date range search is limited to 6-month intervals.

To search for registration cases, at least one search criteria is required. Cases are also searchable by a given submitted date range to pull back multiple cases. Date range search is limited to 6 month intervals, unless another search criteria has been entered. Once the search criteria has been set, select 'Generate' to populate results.

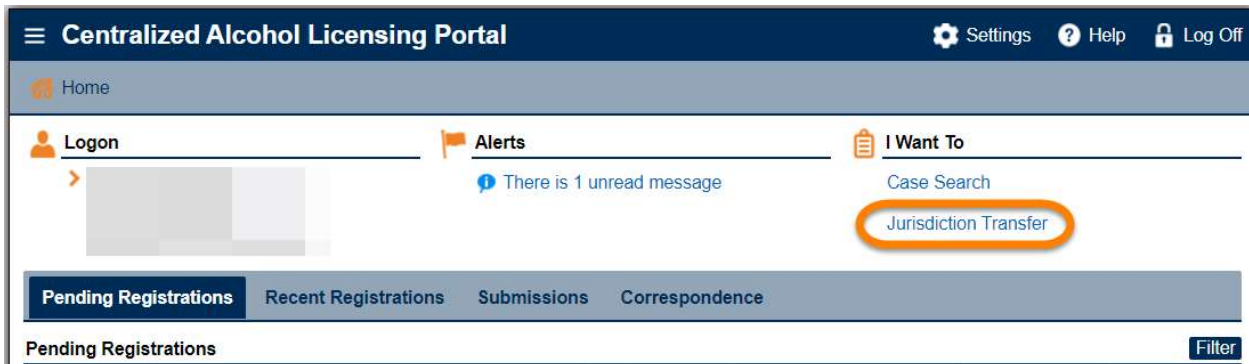
Case # Confirmation #
 Taxpayer ID Type Taxpayer Name
 Submitted From Submitted Through

How To Complete A Jurisdiction Transfer Request:

1. From the Home Screen Locate the **I Want To** menu in the top right corner.



2. Select the **Jurisdiction Transfer** Hyperlink.



3. Enter the details to transfer a case.

Jurisdiction Transfer
Settings
Help
Log Off

Home
Jurisdiction Transfer

1. Case Selection

Case Selection

If an applicant has erroneously selected your jurisdiction, you may transfer the application to the correct jurisdiction. To transfer one or more cases to a single jurisdiction, complete the required fields and select the case(s) to be transferred.

Transfer to:

Jurisdiction Type

Required

Required

Select case(s) to transfer: No cases selected.

Transfer	Name	Confirmation #	ID	State / Local Status
<input type="checkbox"/>	TEST PACKAGE			
<input type="checkbox"/>	TEST RETAIL LICENSE			

2 Rows

4. Select the case you wish to transfer.

Jurisdiction Transfer
Settings
Help
Log Off

Home
Jurisdiction Transfer

1. Case Selection

Case Selection

If an applicant has erroneously selected your jurisdiction, you may transfer the application to the correct jurisdiction. To transfer one or more cases to a single jurisdiction, complete the required fields and select the case(s) to be transferred.

Transfer to:

Jurisdiction Type
City

Select case(s) to transfer:

Transfer	Name	Confirmation #	ID	State / Local Status
<input checked="" type="checkbox"/>	TEST PACKAGE			LIQUOR SP / LP
<input type="checkbox"/>	TEST RETAIL LICENSE			RETAIL SP / LP

2 Rows

Cancel
Next >

5. Select **Next**.

Jurisdiction Transfer
Settings
Help
Log Off

Home
Jurisdiction Transfer

1. Case Selection

Case Selection

If an applicant has erroneously selected your jurisdiction, you may transfer the application to the correct jurisdiction. To transfer one or more cases to a single jurisdiction, complete the required fields and select the case(s) to be transferred.

Transfer to:

Jurisdiction Type City

Select case(s) to transfer:

Transfer	Name	Confirmation #	ID	State / Local Status
<input checked="" type="checkbox"/>	TEST PACKAGE			LIQUOR SP / LP
<input type="checkbox"/>	TEST RETAIL LICENSE			RETAIL SP / LP

2 Rows

Cancel
Next >

6. Review your request.

Jurisdiction Transfer
Settings
Help
Log Off

Home
Jurisdiction Transfer

1. Case Selection
2. Review and Submit

Review and Submit

Submitting this request will transfer the below case(s) from your jurisdiction to the selected jurisdiction. Please review the details before submitting. Once this request is complete, the case(s) will no longer be accessible for your viewing.

Transferring the following case(s):

Name	Confirmation #	ID	State / Local Status
TEST PACKAGE			LIQUOR SP / LP

To the following jurisdiction:

City:

Cancel
Previous
Submit

≡

Jurisdiction Transfer

SettingsHelpLog Off

Home

Jurisdiction Transfer

1. Case Selection

2. Review and Submit

Review and Submit

Submitting this request will transfer the below case(s) from your jurisdiction to the selected jurisdiction. Please review the details before submitting. Once this request is complete, the case(s) will no longer be accessible for your viewing.

Transferring the following case(s):

Name	Confirmation #	ID	State / Local Status
TEST PACKAGE			LIQUOR SP / LP

To the following jurisdiction:

City:

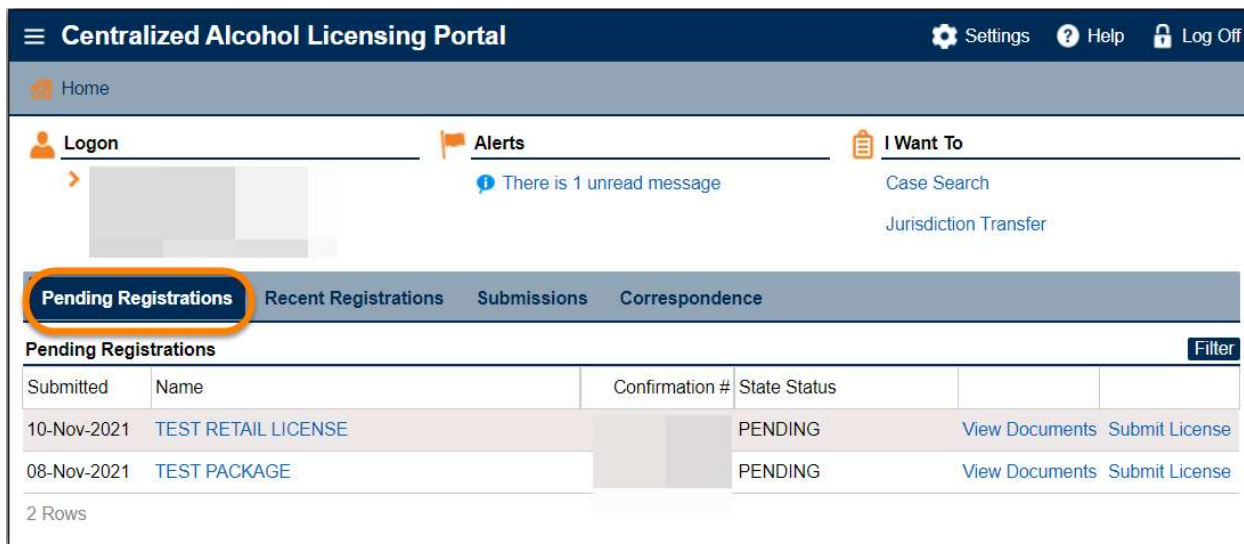
Cancel

Previous

Submit

How To View Initial Pending Applications:

1. On the home page, select the “Pending Registration,” tab located at the bottom of the page to display all registration cases for your review.



Centralized Alcohol Licensing Portal

Home

Logon Alerts I Want To

There is 1 unread message

Case Search

Jurisdiction Transfer

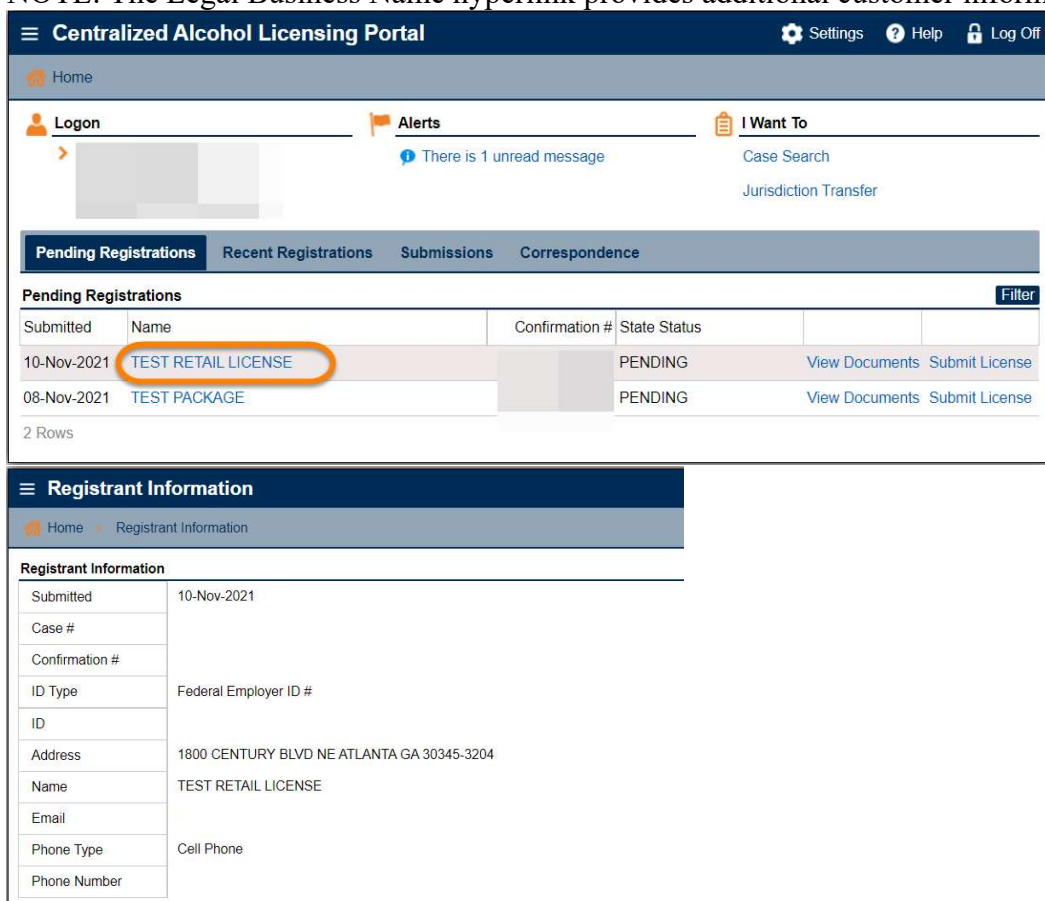
Pending Registrations Recent Registrations Submissions Correspondence

Pending Registrations [Filter](#)

Submitted	Name	Confirmation #	State Status		
10-Nov-2021	TEST RETAIL LICENSE		PENDING	View Documents	Submit License
08-Nov-2021	TEST PACKAGE		PENDING	View Documents	Submit License

2 Rows

NOTE: The Legal Business Name hyperlink provides additional customer information



Centralized Alcohol Licensing Portal

Home

Logon Alerts I Want To

There is 1 unread message

Case Search

Jurisdiction Transfer

Pending Registrations Recent Registrations Submissions Correspondence

Pending Registrations [Filter](#)

Submitted	Name	Confirmation #	State Status		
10-Nov-2021	TEST RETAIL LICENSE		PENDING	View Documents	Submit License
08-Nov-2021	TEST PACKAGE		PENDING	View Documents	Submit License

2 Rows

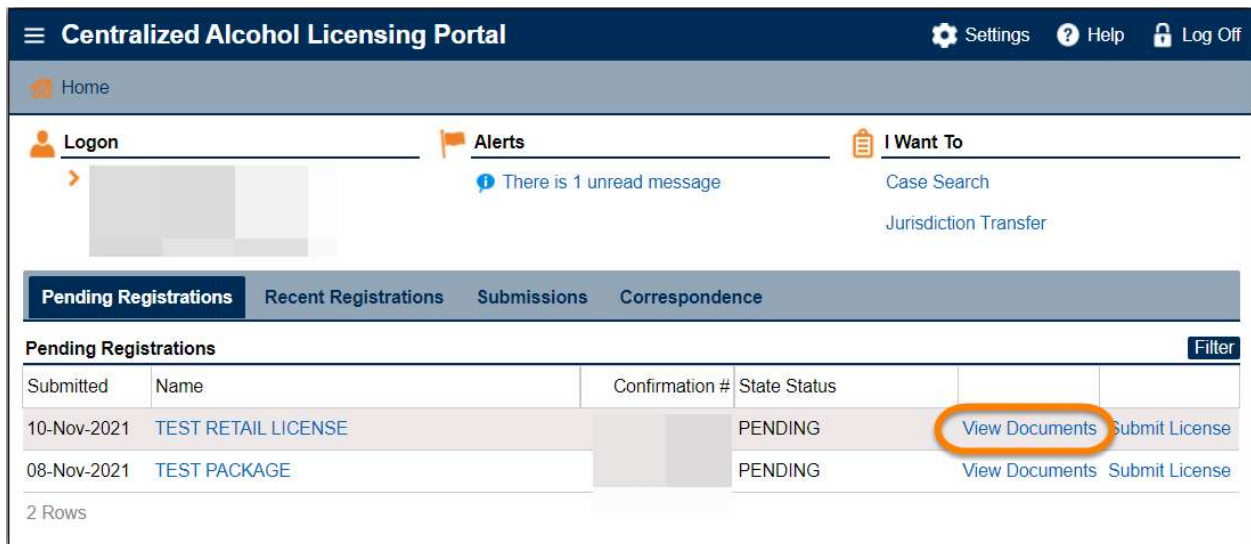
Registrant Information

Home > Registrant Information

Registrant Information

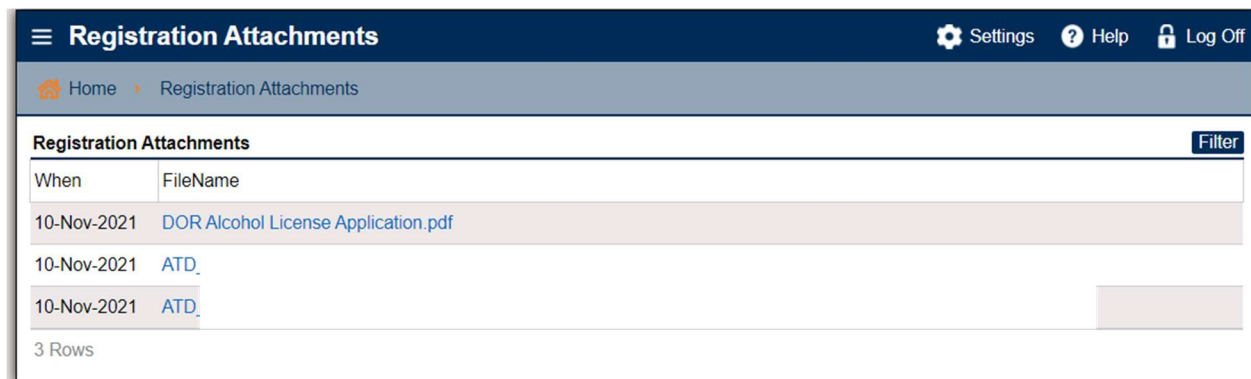
Submitted	10-Nov-2021
Case #	
Confirmation #	
ID Type	Federal Employer ID #
ID	
Address	1800 CENTURY BLVD NE ATLANTA GA 30345-3204
Name	TEST RETAIL LICENSE
Email	
Phone Type	Cell Phone
Phone Number	

2. Select the **View Documents** hyperlink to view the Alcohol Application PDF, Required Documentation, and State Background Information, if applicable.



Submitted	Name	Confirmation #	State Status	
10-Nov-2021	TEST RETAIL LICENSE		PENDING	View Documents Submit License
08-Nov-2021	TEST PACKAGE		PENDING	View Documents Submit License

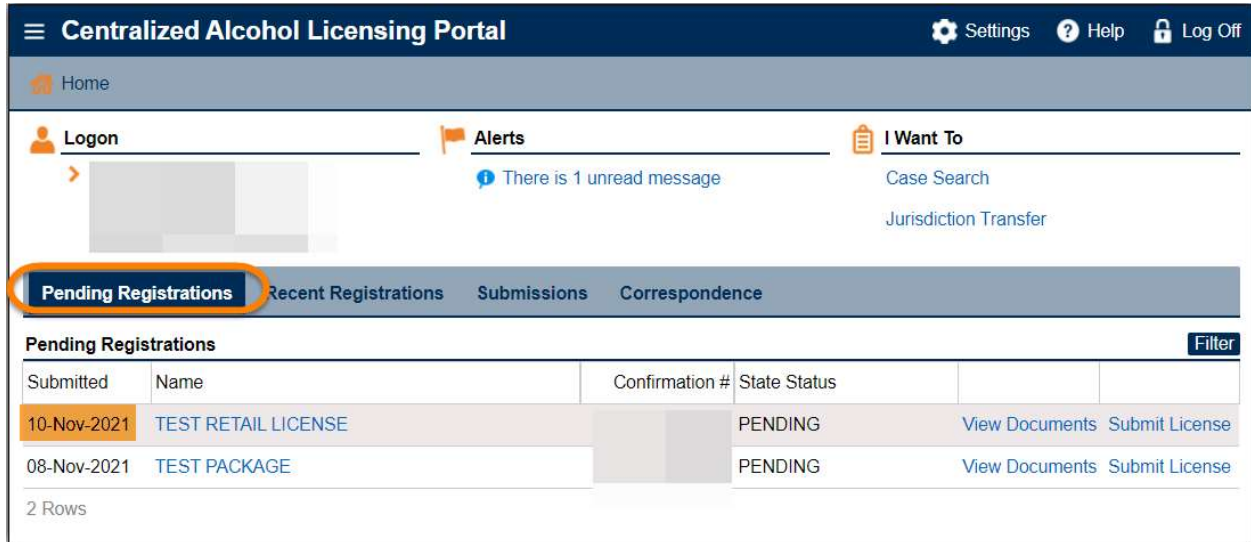
NOTE: You may open the PDFs by selecting the applicable link.



When	FileName
10-Nov-2021	DOR Alcohol License Application.pdf
10-Nov-2021	ATD.
10-Nov-2021	ATD.

How To Approve An Initial Application:

1. Select the “Pending Registration” tab choose the appropriate case to approve.

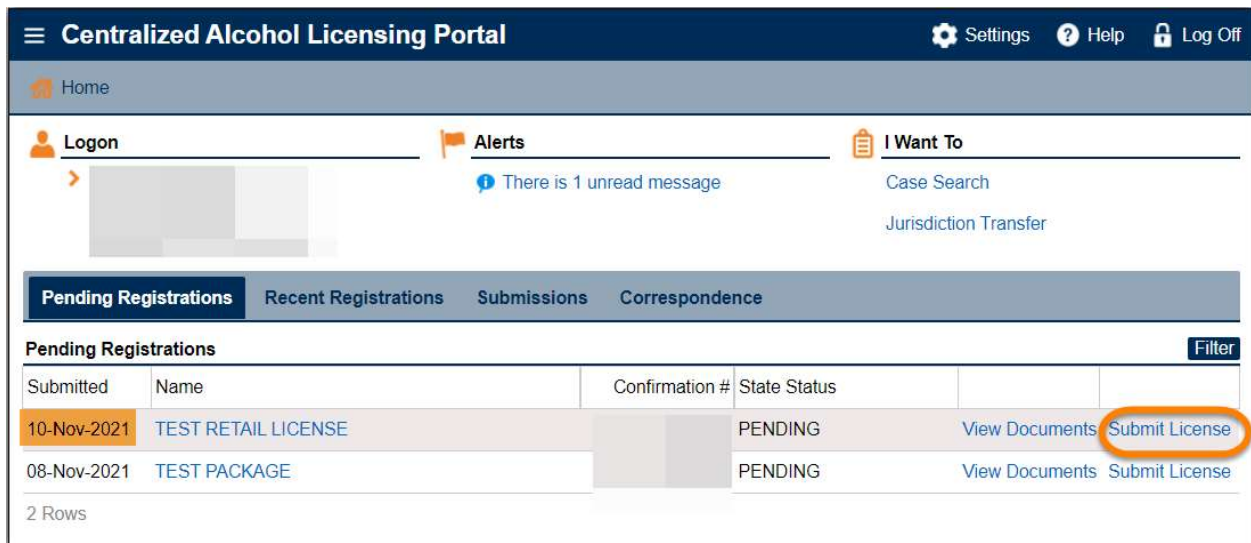


The screenshot shows the Centralized Alcohol Licensing Portal interface. The 'Pending Registrations' tab is highlighted with an orange circle. Below the tabs, a table lists pending registrations. The first row, '10-Nov-2021 TEST RETAIL LICENSE', is highlighted in orange. The 'Submit License' link for this row is also highlighted with an orange circle.

Submitted	Name	Confirmation #	State Status		
10-Nov-2021	TEST RETAIL LICENSE		PENDING	View Documents	Submit License
08-Nov-2021	TEST PACKAGE		PENDING	View Documents	Submit License

2 Rows

2. Select the “[Submit License](#)” hyperlink.



This screenshot is identical to the previous one, but the 'Submit License' link for the '10-Nov-2021 TEST RETAIL LICENSE' row is now highlighted with an orange circle, indicating it has been selected.

Submitted	Name	Confirmation #	State Status		
10-Nov-2021	TEST RETAIL LICENSE		PENDING	View Documents	Submit License
08-Nov-2021	TEST PACKAGE		PENDING	View Documents	Submit License

2 Rows

- Answer **Yes** to the approval question.



Alcohol License Review Settings Help Log Off

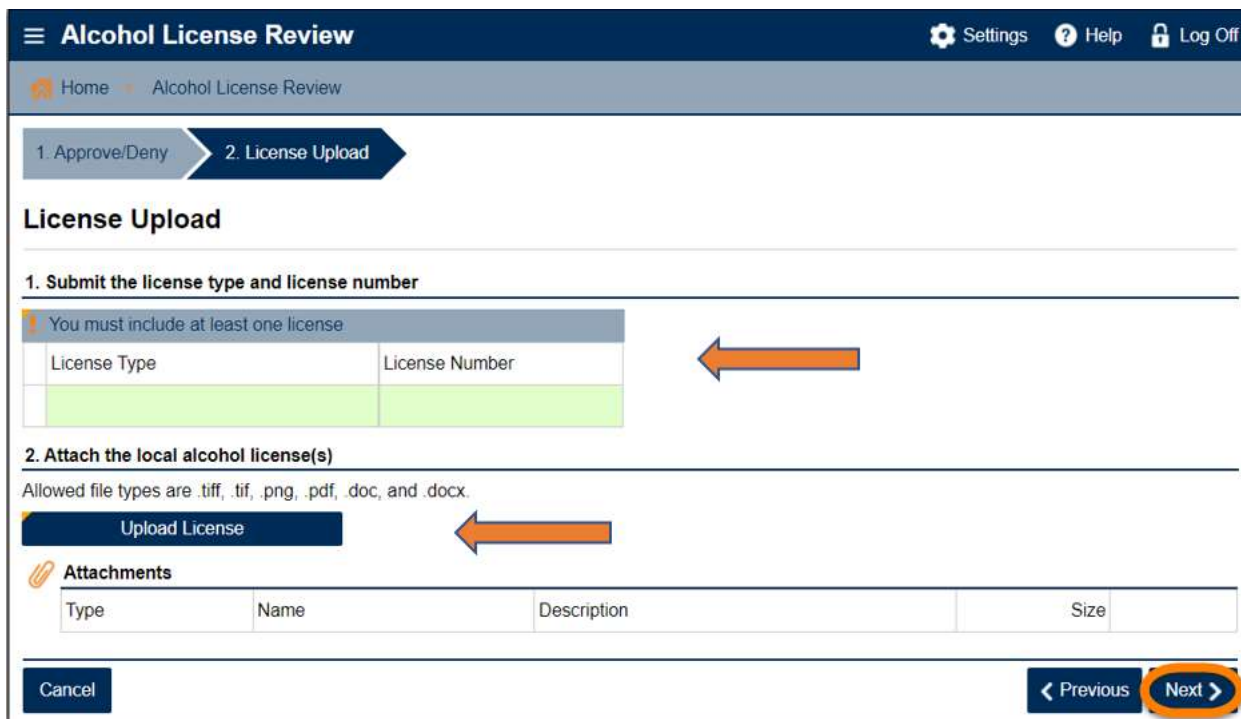
Home Alcohol License Review

1. Approve/Deny

Approve/Deny

Would you like to approve this license?

- Enter the license type, license number, attach a copy of the license, and then select **NEXT**.



Alcohol License Review Settings Help Log Off

Home Alcohol License Review

1. Approve/Deny **2. License Upload**

License Upload

1. Submit the license type and license number

You must include at least one license

License Type	License Number

2. Attach the local alcohol license(s)

Allowed file types are .tiff, .tif, .png, .pdf, .doc, and .docx.

Attachments

Type	Name	Description	Size


5. Review your request and select **Submit**.

Alcohol License Review Settings Help Log Off

Home > Alcohol License Review


1. Approve/Deny > 2. License Upload > 3. Attachment Summary

Attachment Summary

 **Please review your changes and attachments before submitting**

Your Case ID is

You are approving this registration case.

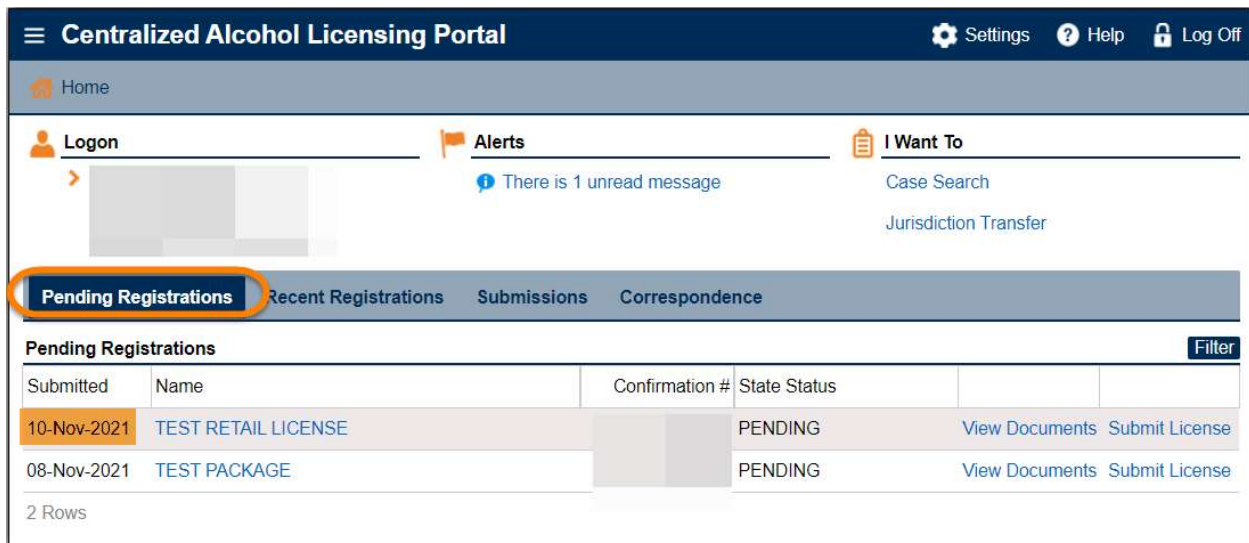
 **Attachments**

You have included 2 licenses and attached 1 document.

Cancel < Previous **Submit**

How To Deny An Initial Application:

1. Select the "Pending Registration" tab to choose the appropriate case to deny.

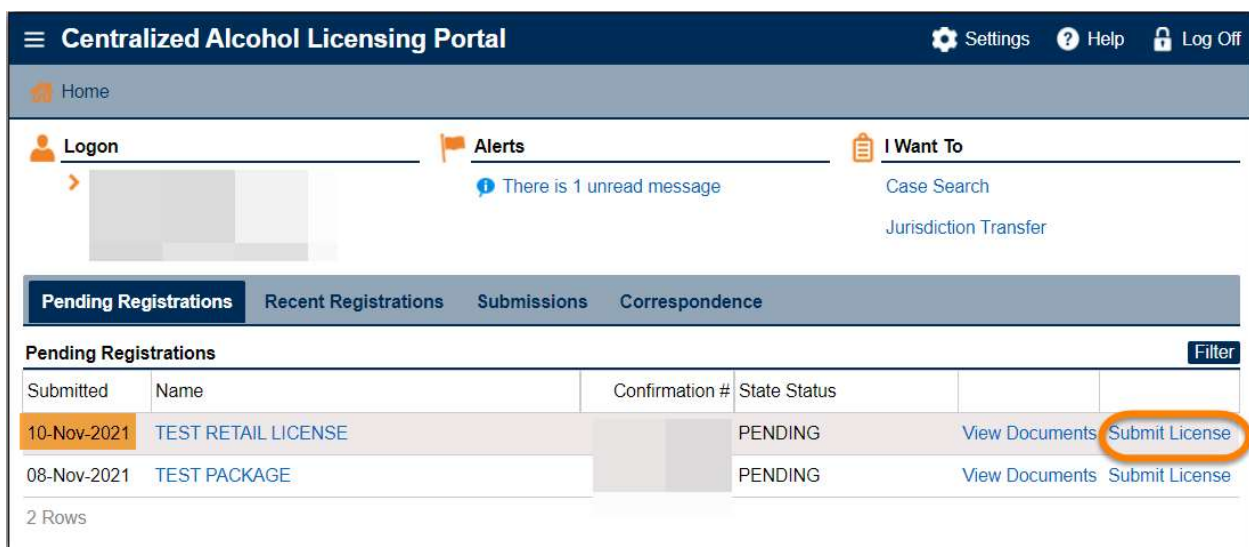


The screenshot shows the Centralized Alcohol Licensing Portal interface. The 'Pending Registrations' tab is highlighted with an orange circle. Below the tabs, a table lists pending registrations. The first row, '10-Nov-2021 TEST RETAIL LICENSE', is highlighted in orange. The 'Submit License' link for this row is also highlighted with an orange circle.

Submitted	Name	Confirmation #	State Status		
10-Nov-2021	TEST RETAIL LICENSE		PENDING	View Documents	Submit License
08-Nov-2021	TEST PACKAGE		PENDING	View Documents	Submit License

2 Rows

2. Select the "Submit License" hyperlink.



The screenshot shows the Centralized Alcohol Licensing Portal interface. The 'Submit License' link for the '10-Nov-2021 TEST RETAIL LICENSE' row is highlighted with an orange circle.

Submitted	Name	Confirmation #	State Status		
10-Nov-2021	TEST RETAIL LICENSE		PENDING	View Documents	Submit License
08-Nov-2021	TEST PACKAGE		PENDING	View Documents	Submit License

2 Rows

3. Select **No** and provide the reason(s) the license was denied, then select **NEXT**.



Alcohol License Review Settings Help Log Off

Home Alcohol License Review

1. Approve/Deny

Approve/Deny

Would you like to approve this license?

No Yes

Why is this license getting denied?

Required

Required

Cancel Next >

4. Review your request and select **Submit**.



Alcohol License Review Settings Help Log Off

Home Alcohol License Review

1. Approve/Deny **2. License Denial**

License Denial

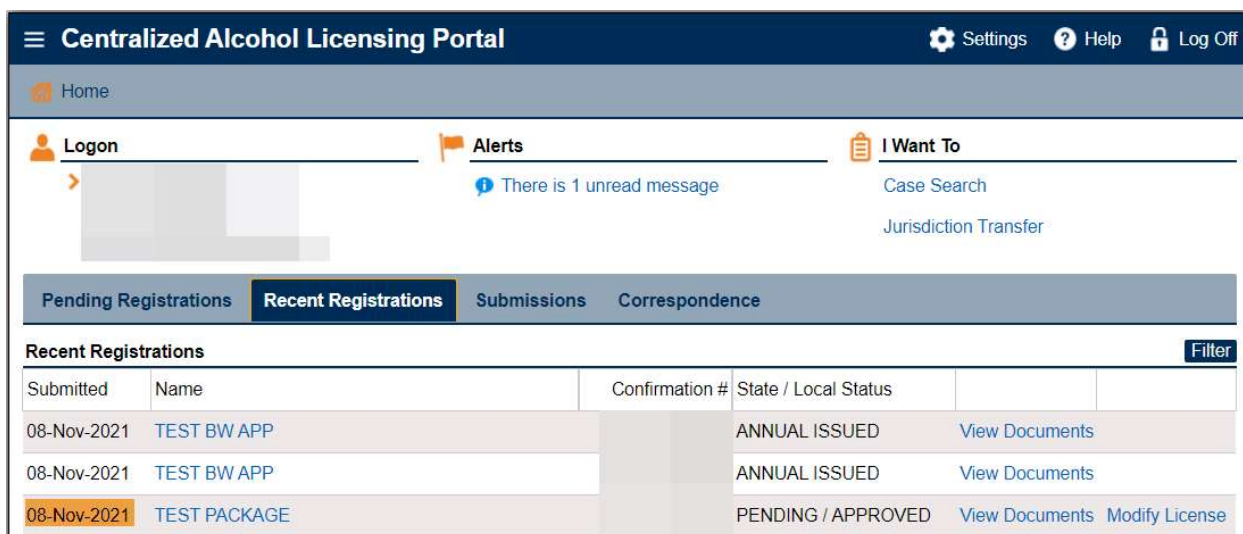
Case [] will be denied for: test

Cancel < Previous **Submit**

How To Modify A License:

NOTE: This request can be used to change the status of a license from approved to denied or denied to approved. You may also submit a license that has been updated or corrected (e.g., a suite number has been added to the address)

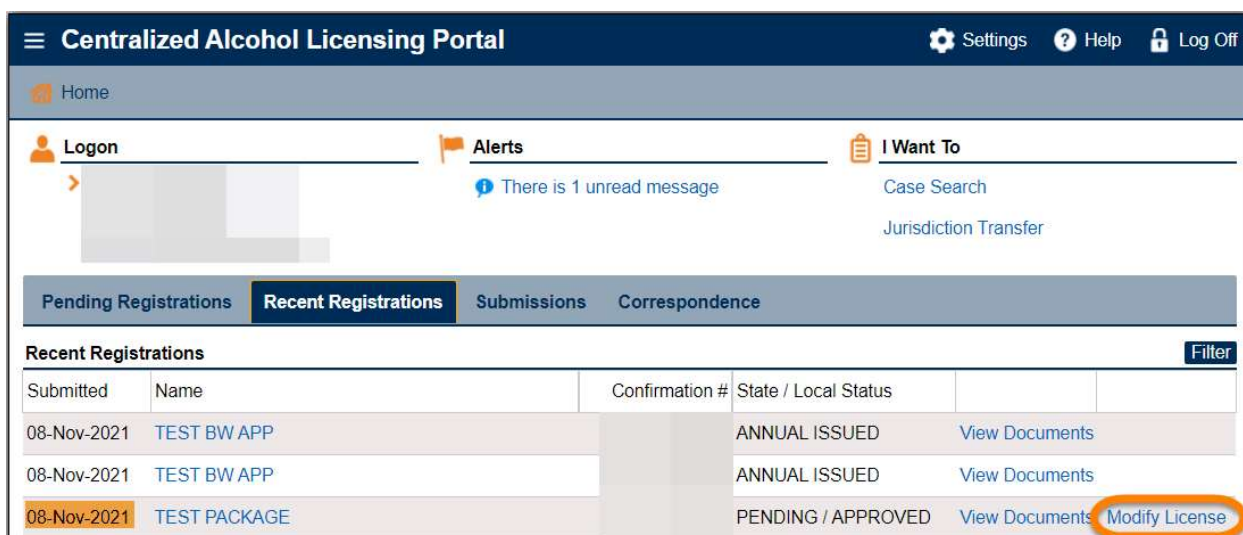
1. Locate and select the **Recent Registrations** tab.



The screenshot shows the 'Centralized Alcohol Licensing Portal' interface. The 'Recent Registrations' tab is highlighted in the navigation bar. Below the navigation bar, there is a table of recent registrations. The table has columns for Submitted, Name, Confirmation #, State / Local Status, and actions (View Documents, Modify License). The third row, dated 08-Nov-2021, is highlighted in orange and shows 'TEST PACKAGE' with a status of 'PENDING / APPROVED'.

Submitted	Name	Confirmation #	State / Local Status	
08-Nov-2021	TEST BW APP		ANNUAL ISSUED	View Documents
08-Nov-2021	TEST BW APP		ANNUAL ISSUED	View Documents
08-Nov-2021	TEST PACKAGE		PENDING / APPROVED	View Documents Modify License

2. Locate the case to be modified and select the **Modify License** hyperlink. (Note: You may filter by name, but if the case is more than 30 days old, you will need to utilize the case search feature).



This screenshot is identical to the previous one, but the 'Modify License' hyperlink in the third row of the 'Recent Registrations' table is circled in orange to indicate it should be selected.

Submitted	Name	Confirmation #	State / Local Status	
08-Nov-2021	TEST BW APP		ANNUAL ISSUED	View Documents
08-Nov-2021	TEST BW APP		ANNUAL ISSUED	View Documents
08-Nov-2021	TEST PACKAGE		PENDING / APPROVED	View Documents Modify License

3. Make the appropriate changes and select **NEXT**.

Fig.1 Changing status of the license from denied to approved.



Modify Alcohol License Settings Help Log Off

Home Modify Alcohol License

1. Modify License:

Modify License:

Should this license be approved locally?

No Yes

Would you like to submit additional documentation?

No Yes

Cancel Next >

Fig.2 Changing the status of the license from approved to denied. Reason for denial is required.



Modify Alcohol License Settings Help Log Off

Home Modify Alcohol License

1. Modify License:

Modify License:

Should this license be approved locally?

No Yes

Would you like to submit additional documentation?

No Yes

Reason for changing approval status:

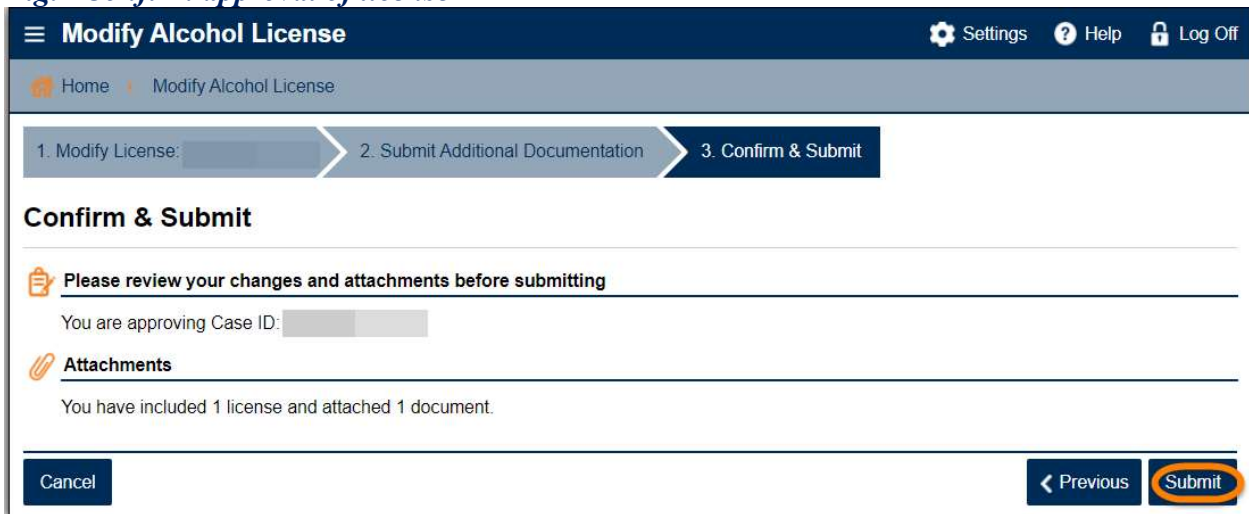
Required

Required

Cancel Next >

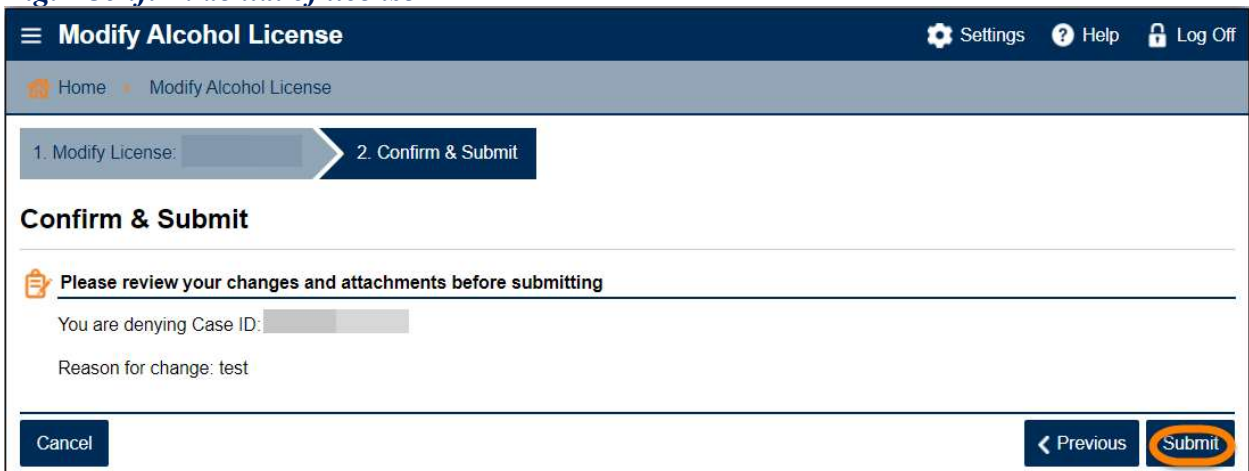
- Review your request and select **Submit**.

Fig.1 Confirm approval of license



The screenshot shows the 'Modify Alcohol License' portal. The top navigation bar includes 'Settings', 'Help', and 'Log Off'. The breadcrumb trail shows 'Home' > 'Modify Alcohol License'. A progress bar at the top indicates three steps: '1. Modify License:', '2. Submit Additional Documentation', and '3. Confirm & Submit'. The main heading is 'Confirm & Submit'. Below it, a message says 'Please review your changes and attachments before submitting'. A text field shows 'You are approving Case ID:'. Below that, an 'Attachments' section states 'You have included 1 license and attached 1 document.' At the bottom, there are 'Cancel', 'Previous', and 'Submit' buttons. The 'Submit' button is highlighted with an orange circle.

Fig.2 Confirm denial of license



The screenshot shows the 'Modify Alcohol License' portal. The top navigation bar includes 'Settings', 'Help', and 'Log Off'. The breadcrumb trail shows 'Home' > 'Modify Alcohol License'. A progress bar at the top indicates two steps: '1. Modify License:' and '2. Confirm & Submit'. The main heading is 'Confirm & Submit'. Below it, a message says 'Please review your changes and attachments before submitting'. A text field shows 'You are denying Case ID:'. Below that, a text field shows 'Reason for change: test'. At the bottom, there are 'Cancel', 'Previous', and 'Submit' buttons. The 'Submit' button is highlighted with an orange circle.

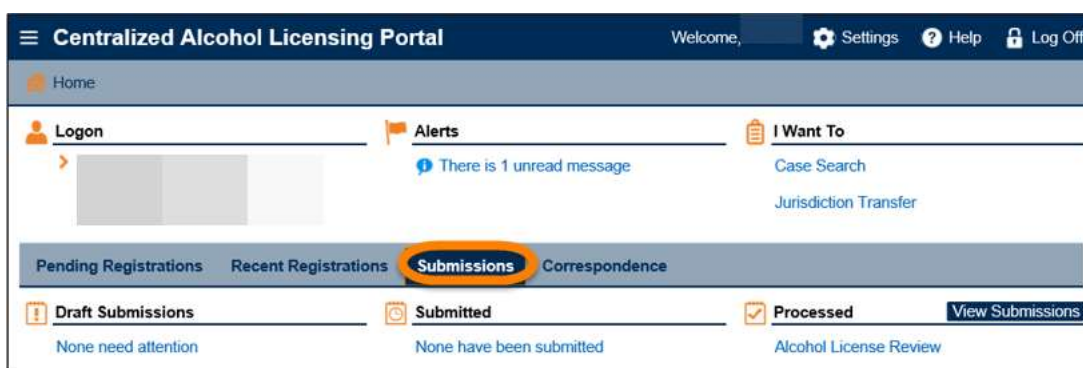
How To View Your Submissions:

On the home page, select the Submissions tab to view:

Draft Submissions (A copy of the local license or a denial of the local license that **has not** been submitted);

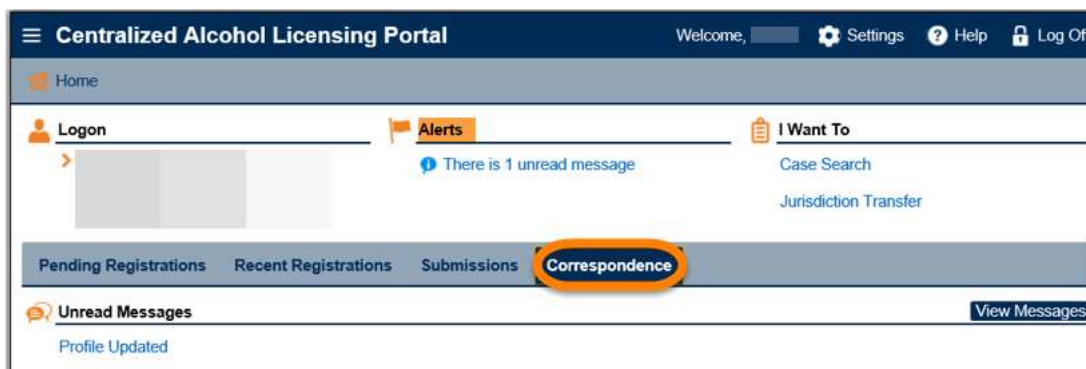
Submitted (A copy of the local license or a denial of the local license that **has** been submitted); and

Processed (An approval or denial of a local license that has been submitted and processed).



How To View Correspondence:

On the home page, select Correspondence to view all messages. If you have unread messages, an Alert will appear above the Correspondence tab.



You may select the blue hyperlink to open the unread message, or you may select “View Messages” to view all messages.

